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# JOB DESCRIPTION

# ROLE: Business Support Assistant

**POST: Temporary (17.5 hrs per week)**

**SALARY: Up to £20,000 per annum (Pro rata)**

**REPORTS to: Head of Business Support**

The Business Support Officer will be based in Glasgow however there will be occasional travel across Scotland in this role.

## Overview

The Scottish Library and Information Council (SLIC) is the independent advisory body to the Scottish Government on library and information services.

SLIC offers leadership focus and support to the Scottish library and information sector, coordinating and promoting national service developments to benefit Scotland's people and enrich our cultural, educational and economic landscape.

## Purpose of the job

The Business Support Assistant will be member of the Business Support team and will assist the CEO and SLIC team with administration, events planning, finance tasks, engagement with members and support to the SLIC Board.

## Job scope and context

The Scottish Library and Information Council carries out work on behalf of its members who include all local authority, higher education, further education organisations, NHS Trust library services, as well as other specialist library and information organisations.

The Business Support Assistant will work closely with colleagues to ensure SLIC, as an organisation, continues to support and advocate for library services in the best way possible.

## Key tasks and responsibilities

Specific duties will include:

* Provide administration support to the CEO and SLIC team working to tight timelines.
* Assist with the timely processing of invoices and payments for the organisation.
* Deal with a range of enquiries from members, potential members, government representatives and suppliers.
* Help plan and deliver member events as required, including promoting events and maintaining the event booking service.
* Maintain a wide range of organisational records.
* Support effective communication with SLIC Members, partners and stakeholders.
* Provide progress reports and regular updates on work as part of the team plan.
* Provide regular updates on personal workplan.
* Any other duties as required to support the overall work of SLIC.

**Skills, Knowledge and Experience**

Candidates will be expected to demonstrate the following:

### Skills

* Excellent organisational and administrative skills.
* Excellent IT and information skills and competencies, including experience of the Microsoft Office package.
* Excellent communication skills and experience of working with different stakeholders.
* Excellent time management and ability to work under pressure.
* Strong interpersonal skills and experience of working in a small team.
* Ability to work on your own initiative.
* Energy and enthusiasm.

### Knowledge and Experience

* Educated to degree level or equivalent – Desirable.
* Knowledge of QuickBooks accountancy software – Desirable.
* Knowledge of SharePoint - Desirable
* Experience of working in a similar type of small team, membership organisation environment – Desirable.
* Interest in the library and information sector – Desirable.