

**WOKING BOROUGH COUNCIL
JOB PROFILE**



Job Description

Job Title: Property and Finance Support Officer

Pay Grade: W3

Directorate: Corporate Resources

Team: Property Services

Reporting to: Property Finance Control Manager

Budgetary Responsibilities:

• Staff:	£	N/A
• Other Direct:	£	N/A
• Other Indirect:	£	N/A
Total:	£	N/A

Job Purpose:

- To provide an effective administration support service to the Property Services Team to ensure the efficient management of all administrative tasks.
- To provide an effective financial administrative support service to the Property Services Team to ensure the efficient management of all financial administrative tasks.
- Support the contract management of the Council's outsourced contracts, including but not limited to, Security, Cleaning and CCTV Contracts.

Main Tasks:

1. Undertake all financial administrative functions within Property Services.
2. Undertake all administrative functions, specifically dealing with the preparation and drafting of written correspondences where directed.
3. Assist with the monitoring and management of budgets, for revenue and individual projects.
4. Ability to take the lead and assist with end of year accruals.
5. Pre-authorise of ad-hoc invoices.
6. Preparation of variation orders and interim application certificates, updating the purchase ledger.

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7. Preparation of invoices for ad-hoc works and tenant service charge.
8. Raise purchase orders as requested and monitor open purchase orders to ensure purchase orders are not left open for longer than necessary.
9. Raising of invoices and debt monitoring.
10. Processing of and monitoring of utilities and business rates.
11. Organise and arrange all internal and external meetings with members of staff, consultants and contractors etc, prioritising where necessary. Ensuring all arrangements are in place in the form of appropriate room bookings and refreshments.
12. Provide all administrative support to internal and external meetings which includes arranging meetings, agenda preparation, compilation of reports, attendance as required, preparation of minutes and allocation of actions arising therefrom.
13. Co-ordination of Departmental diaries, time sheets and leave requests in consultation with the Head of Property Services to ensure that adequate cover is provided within the department.
14. Support the Head of Property Services with diary and email management.
15. Assist professionals on property management and inspections.
16. To maintain personal development to meet the changing demands of the job and participate in appropriate training activities.
17. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.

People Management: Not Applicable.

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Service Management: Not Applicable.

Financial Responsibility:

- Achieving / justifying / documenting best value for WBC in respect of any expenditure (or income / receipts).

Other Responsibilities:

- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

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Person Specification

Key:

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation, T = Test

Please list as required.

Criteria	Standard	E/D	Measure
Education & training	<ul style="list-style-type: none"> Educated to 'A' Level standard or equivalent. 	E	A
	<ul style="list-style-type: none"> Customer Care Training. 	E	A/I
	<ul style="list-style-type: none"> Willing to work towards a job specific work-based qualification upon successful completion of probationary period. 	D	I
Experience	<ul style="list-style-type: none"> Broad understanding of building terminology and a basic understanding of a technical services department including the basic principles of building contracts, building regulations and planning. 	D	A/I
	<ul style="list-style-type: none"> Previous secretarial and administrative support experience in a similar role. 	E	A/I/T
	<ul style="list-style-type: none"> Financial Management. 	E	A/I
	<ul style="list-style-type: none"> Diary management 	E	A/I
	<ul style="list-style-type: none"> Minute taking. 	E	A/I
Special Requirements	<ul style="list-style-type: none"> The ability to manage, plan, prioritise and deliver a wide-ranging workload and work well under pressure. 	E	A/I/T
	<ul style="list-style-type: none"> The ability to communicate effectively both verbal and written at all levels. 	E	A/I
	<ul style="list-style-type: none"> Accuracy in work with an eye for detail. 	E	A/I/T
	<ul style="list-style-type: none"> Proficient Microsoft Office Skills, particularly Excel. 	E	A/I/T
	<ul style="list-style-type: none"> The ability to work effectively as part of a team. 	E	A/I
	<ul style="list-style-type: none"> Ability to work on own initiative. 	E	A/I
	<ul style="list-style-type: none"> A willingness to adopt an enthusiastic and flexible approach to work and to contribute to the work of the team and business area. 	E	I

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Special Requirements Continued.	• Organised and methodical.	E	I
	• Confident.	E	I
	• Outgoing and enthusiastic.	E	I
	• Calm and Efficient.	E	I
	• Occasional requirement to work outside normal office hours – evenings and weekends.	E	A/I

Candidate Screening

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<u>Does Rehabilitation of Offenders Act 1974 apply?</u>	<u>Yes</u>
<u>Disclosure and Barring Service check required?</u>	<u>No</u>
<u>If yes, what level?</u>	<u>Choose an item.</u>
<u>Is this a Politically Restricted Post?</u>	<u>No</u>
<u>Does this role have emergency responsibilities?</u>	<u>No Choose an item.</u>

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Role Map

Behaviour	Level Required (1-4)
Shaping our Future	2
Leading our People	1
Delivering for our Customers	2
Making Change Happen	2
Team and Partnership Working	1
Communicating Openly	2
Performance Management	1

Please refer to the Council's Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).