Job description – Business support officer (PB6b)

Job summary

A Business Support Officer plays a crucial role in a team and/or project helping it run smoothly by providing administrative, logistical, and operational support.

Key responsibilities and accountabilities

- provide day-to-day administrative support on tasks such as conducting research, arranging meetings, maintaining accurate records, data input.
- raising purchase order requests & processing invoices for payment.
- fortnightly cash account reconciliation for the North District.
- assist in preparation reports, presentations, and correspondence.
- give support and guidance to colleagues on our systems, policies and processes.
- be a point of contact for internal and external stakeholders, handling inquiries and requests promptly and professionally.
- assist in organising events, conferences, and other networking activities.
- support in preparing and distributing project documents and reports.
- you may occasionally travel within the district, potentially with overnight stays to attend meetings.

Any other tasks, reasonably requested by your line manager.

Location-specific information (optional)

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Skills, knowledge & experience

Essential professional and technical experience

- relevant experience working in an administrative role.
- proven ability to work with high accuracy and attention to detail.
- excellent communication skills, written and spoken.
- competent IT user with experience in MS Office suite of applications.
- experience in supporting colleagues in a team environment.

Desirable professional and technical experience

- ability to analyse data
- experience supporting creating reports and presentations.

Qualifications

Essential

- a GCSE in Maths and English or functional skills equivalent.
- competent IT user with experience in MS Office suite of applications.

Forestry England

Desirable

- a level or level 3 equivalent qualification.

- qualification in First Aid or be willing to be trained as a First-Aider.

Success profiles
X Experience
  Ability
  Technical
X Behaviours
  Strengths