

Job Description - Business Support Officer (PB6b)

Job Summary

As a key member of the local team, you will play an essential role in providing high-quality administrative and financial support to colleagues in your area. You will be responsible for accurately processing financial transactions within agreed timescales, ensuring full compliance with established policies and procedures. In addition, you will work closely with members of the public, colleagues, and contractors, gathering and collating information to support local operational needs and contribute to the effective delivery of services

Key Responsibilities & Accountabilities

- Provide finance support to the business function across the local team, including raising of purchase orders in line with policy and guidance.
- Responsible for ordering and stock control of equipment, consumables and services required by the local teams, ensuring timely procurement and adherence to organisational processes.
- Support the Local Team, with building management and site maintenance, including communicating with contractors and providing access to the site when required
- Support the Local team with compound checks and waste processes, including coordinating skip ordering as required
- Support general facilities tasks, including sorting mail and parcels, checking visitor passes, Matrix and Paxton system support, answering the door, and keeping kitchen and break areas tidy and well stocked
- Monitoring the various business mailboxes ensuring correspondence is dealt with in a professional and timely manner.
- Arrange and coordinate local meetings and assist in district meetings held at site.
- Champion for internal information & internal newsletters
- Ad hoc projects, tasks and general duties as reasonably requested by your line manager.

Skills, Knowledge & Experience

Essential Professional and Technical experience

- The ability to deliver excellent customer service
- Working within an office environment
- Ability to work within and add value to a team
- Excellent organisational skills and an eye for detail
- Strong verbal and written communication skills
- A sound knowledge of Microsoft Office packages
- Proof reading and editing of documents and data
- Experience of handling numerical data

Desirable Professional and Technical experience

- Experience of dealing with the public and complaints procedures.

Qualifications

Essential

- GCSE grade C/4 in Maths & English