

Job Description - HLS Administration Officer (PB6B)

Job summary

The successful candidate will join the Higher Level Stewardship (HLS) project team based in the New Forest. The team plans and delivers landscape-scale habitat restoration projects with external funding from the New Forest HLS scheme. The Verderer's of the New Forest HLS scheme is focused on restoring and enhancing internationally-important habitats, renowned for their flora and fauna, and covering around 20,000 hectares. As the HLS Administration Officer, you will provide administrative support to the planning and environment team, and specifically to the HLS project.

Key responsibilities & accountabilities

- Provide HLS Project Manager with the information needed to initiate the quarterly summary progress report, and prepare an accurate financial update of project spend for the HLS board meetings.
- Monitor progress against budget forecasting, meeting regularly with the Project Manager to assess this.
- Keep a clear trace log of contracts when completed and regular house-keeping & archiving of documents.
- Submit a payment request to the VGS manager every 3 months of the HLS financial year. Maintain a comprehensive record of Forestry England's payment requests with associated reports and copy invoices held in an auditable record for each claim period and project year.
- Review HLS webpages in advance of HLS board meetings.
- Generate purchase orders for all HLS contracts and keep a log of all HLS outstanding POP orders. Run a monthly review using FE's internal financial system to update their status.
- Populate a monthly expenditure report from the database and input costs into a monthly spreadsheet.
- Gather internal charges related to HLS and ensure these are included on the programme register and provide auditable records of these expenses with each payment request.
- Provide the Verderers Grazing Scheme manager with an updated record of Forestry England expenditure for each HLS board meeting.
- Help team members to prepare new contract documentation.
- Maintain a record of all open HLS framework contracts.
- Ensure team adhere to Forestry Commission procurement guidelines and offer guidance and support where needed.
- Secretary for the Open Forest Advisory Committee and Freshwater and Wetland Restoration Forum - organise bi-annual venue, circulate agendas and meeting minutes.
- Monitor the HLS enquiries inbox.
- Assist with HLS communications, including collating summary statistics and updating the HLS website.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- Experience of working in an office environment, including experience of communicating with members of the public and other stakeholders by telephone e-mail or letter.
- Competent in IT and using spreadsheets - Microsoft Office suite of applications, specifically Microsoft Excel.
- Ability to use finance and bookkeeping software and applications.
- Ability to scrutinise and analyse data.

Qualifications

Essential

- A GCSE in Maths and English or function skills equivalent.

Desirable

- A level or level 3 equivalent qualification.
- Finance qualification.

