

Job Description - Administrative Officer (PB6B)

Job Summary

Reporting to the Finance Manager and working with variety of colleagues within PSS, the Administrative Officer is primarily responsible for ensuring timesheet data for Agency employees working in PSS is collated, processed and submitted to Agency in good time for weekly payroll.

You will also be involved in financial transaction processing, support Head of PSS in preparation of reports, presentations and correspondence, as well as support other colleagues with preparation of documents and reports, project delivery or assist in organising events and networking activities.

Key Responsibilities & Accountabilities

- Collate agency payroll information from plant nurseries and submitting a weekly payroll report to agency
- Process financial transactions, including sales and purchase invoices, purchase orders and internal journals
- Gather and process production related output information to assist Finance Manager in preparation of management accounting reports/tasks
- Support Head of PSS and Senior Operations Manager in diary management, including organising travel, event planning, preparation of reports, presentations, and correspondence
- Be a point of contact for internal and external stakeholders, handling inquiries and requests promptly and professionally
- Support and guiding colleagues on our systems, policies and procedures

And any other tasks reasonably requested by your line manager.

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
- Competent IT user with experience in MS Office suite of applications
- Experience in supporting colleagues in a team environment

Desirable Professional and Technical experience

- Previous experience in financial transaction processing
- Ability to analyse data

Qualifications

Essential

- A GCSE in Maths and English or functional skills equivalent
- Competent IT user with experience in MS Office suite of applications