

Job Description - Administrative Officer (Estates) (PB6b)

Job summary

You will provide an efficient financial and administrative support service for the busy Estates team based at Haldon Forest Park. Providing assistance to the wider locally based forestry and recreation teams and national colleagues whilst dealing with enquiries from tenants, contractors and external stakeholders. In addition you will be liaising regularly with colleagues in the wider District and beyond.

Key responsibilities & accountabilities

- Providing general administrative support to the Area Land Agents and wider Estates Team e.g. handling external enquiries, filing, letter writing, preparation of agreements, data management, copying and general office administrative duties.
- Play an important part in supporting estates income generation and expenditure by managing the finance transaction processing, which will include extensive use of the in house eFin financial system and an understanding of the Collaborative Planning financial management system and widespread use and knowledge of spreadsheets.
- Understanding the basics of estate management terminology and the legal background to agreements and processes relating to estates documents to enable ability to liaise with colleagues and customers regarding queries relating to agreements and leases, tenant recharges general land enquiries, invoice processing and payments.
- Provide essential support and oversight to ensure that legal obligations are met, invoices are received and processed in a timely way, rents are received and paid on time.
- The post holder plays a key part in maintaining and updating the estates terrier system now hosted on the GIS Forester Web system and helping to ensure that rent reviews and lease renewals are dealt with in a timely manner and that property records are kept up to date. And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- Effective administrative skills and excellent attention to detail.
- Processing financial transactions, paying and raising invoices • excellent spoken and written communication skills.
- Competent IT user with experience in MS Office suite of applications.
- Experienced in using databases, inputting, and updating records.
- Uses standard procedures and common sense to solve problems.

Desirable professional and technical experience

- Proven working experience in an estates, property or legal environment
- Experience of using GIS

Qualifications

Essential

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