

Job description - Administration Officer (PB6b)

Job summary
<p>Work as part of a team to provide an administrative service to Forestry England's Forest District. You will complete a variety of administration work, using Microsoft Office applications and bespoke software to process and monitor financial information. You will Cover financial processing of invoices and orders, contract administration, data input and checking and related general office duties, to include reception cover and telephone duties. You will liaise with members of the public, colleagues and contractors, gathering information.</p>
Key responsibilities & accountabilities
<ul style="list-style-type: none"> • verify and process new suppliers' requests and any amendment requests, providing guidance as required. • handle internal and external customer/supplier enquiries and disputes by liaising with colleagues and external stakeholders. • monitor and manage the finance mailbox, ensuring that customer correspondence is dealt with professionally and on time. • raise purchase orders and record goods received notes. • process purchase/sales invoices and credit notes accurately and promptly. • ensure all staff adhere to FC (Forestry Commission) procurement guidelines and offer guidance and support colleagues. • audit and check data to make sure information held on the contracts database is current and correct. • entering data into relevant systems and ensuring data quality. • general office duties to include some cover of reception, filing and answering the telephone. • communicate and work closely with colleagues delivering work to a high standard, accurately and timely. • support timely, accurate issue of operational contracts, maintenance of contracts in close liaison with the relevant beat forester or recreation hub manager. <p>And any other tasks, reasonably requested by your line manager.</p>
Skills Knowledge and Experience

Essential professional and technical experience

- excellent spoken and written communication skills
- effective administrative skills and excellent attention to detail
- 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
- working in a busy office environment.

Qualifications

Essential

a GCSE in Maths and English or functional skills equivalent

