

Role Profile

Part A - Grade & Structure Information

Job Family Code	5BF	Role Title	AS Finance & Admin Assistant
Grade	PS5	Reports to (role title)	Ellen Johnson
		Directorate/School	Children Families Lifelong Learning & Culture
JE Band	161-191	Service/Department	Active Surrey
		Date Role Profile was created	Dec-19

Part B - Job Family Description

Active Surrey is a not-for-profit, unincorporated organisation currently hosted by Surrey County Council. A "job family" is a grouping of similarly focused roles across the whole of the Council. The below profile describes the general nature of work performed at this level as set out in the job family, whilst the yellow sections are specific to Active Surrey and should be areas to focus on when applying. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed

Role Purpose including key outputs	<div>Role Purpose</div> <div>A varied role, primarily internally focused, providing effective financial administrative support to the Finance Manager and the wider team.</div> <div>Key Outputs</div> <div>The successful candidate will work alongside colleagues to deliver both financial administration support to the Finance Manager as well as supporting the wider team with general event, course and programme admin support and contribute to an efficient, effective, customer-focused service.</div>
Work Context	<div>To provide support with routine tasks as well as undertake ad hoc projects.</div> <div>Keys Tasks are likely to include;</div> <div><ul style="list-style-type: none">• Raising purchase orders• Managing and reconciling petty cash and credit cards• Processing suppliers invoices and customer invoicing for the organisation with good attention to detail• Completing monthly budget reconciliations• Supporting the Finance Manager with ad hoc tasks when required, such as collating information for budget reviews and board reports•To provide general administrative support to the wider team as and when required.</div>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A

<p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Ensure information and records are processed and stored to agreed procedures.• Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports.• Prepare and despatch a range of standard correspondence/documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Service Delivery</p> <ul style="list-style-type: none">• Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.• Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. <p>Planning & Organising</p> <ul style="list-style-type: none">• Support a group of senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation.• Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Finance/Resource Management</p> <ul style="list-style-type: none">• Follow established ordering procedures to ensure adequate resources are available to meet work requirements. <p>Work with others</p> <ul style="list-style-type: none">• Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
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Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level.• Familiar with one or more of the specific processes used in business, communication, financial or HR administration.• Ability to apply relevant health and safety, equality and diversity, and other county/service policies and procedures.• Competent in a range of IT tools.• Ability to work with others to achieve objectives and provide excellent customer service.• Good written and oral communication skills with the ability to build sound relationships with staff and customers.• Ability to prioritise and plan own workload in the context of conflicting priorities.• Experience of working in a busy office environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Excellent organisational skills with the ability to manage workloads and deadlines. Accurate data entry skills with excellent attention to detail. Experience of basic financial procedures and competency in Excel. Broader IT skills including email, Word and Powerpoint. Strong communication skills and the ability to efficiently communicate with colleagues at all levels. Experience of providing excellent customer service.
Role Summary	Roles at this level provide a business support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. They may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Where this is the case, customer service may be the predominant feature.

