



Job Description

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| Post: | Facilities Management Administration & Finance Officer |
| Directorate: | Communities and Neighbourhoods (CaN) |
| Team: | Community Development & Wellbeing (CDW) |
| Grade: | SO2 |
| Responsible to: | Facilities & Community Hub Manager |
| Responsible for: | Centre Caretakers and Centre Cleaners |

Purpose of Job

To provide a comprehensive, effective, professional and high quality administrative and financial support service to the community centres.

To assist in the facilities management of all building functions to enable seamless service delivery.

To manage and maintain accurate financial records for purchasing of services or equipment, invoicing, raising related requisitions and payments in line with Poplar HARCA's financial regulations.

Main Duties and Responsibilities

1. To manage a team of neighbourhood centre staff including, caretakers and cleaners to ensure the centres function safely and fully in line with CaN service requirements and objectives.
2. To manage and maintain accurate financial records for purchasing of services or equipment, invoicing, raising related requisitions and payments in line with Poplar HARCA's financial regulations.
3. Set up new suppliers on Ebis (database) when required.
4. Assess and report repairs as requested by centres/community groups.
5. Liaise with contractors where necessary.
6. Monitor the progress of ongoing work repairs.
7. Support the facilities team with any ongoing issues.
8. Raise Purchase Orders for incoming invoices/process accordingly
9. Raise Purchase Orders for monthly cleaning consumable invoices.
10. Authorise payment of scheduled cleaning invoices.
11. Manage team's petty cash.
12. Manage Team Credit Card reconciliation. Collect all receipts from purchases made by members of staff both electronically and hard copies. Collate onto spreadsheets, reconcile and send to Finance when requested.
13. To produce routine correspondence and documents as and when required.
14. To input into the development of strategic and policy initiatives relating to the community centres.

15. To manage the security and maintenance of office equipment such as PCs, printers, photocopying and fax machines and to produce and maintain an asset inventory.
16. To ensure the office, its equipment and other contents are kept tidy and in a good working condition. This will involve keeping records of all equipment borrowed and reporting faults to the relevant organisations/officers promptly.
17. Willingness to undertake appropriate training to develop the role undertaken.

General

- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.
- Adhere to the highest principles of confidentiality in line with Data Protection.
- To keep up to date with new technology as introduced and undergo any appropriate training.
- To work flexibly, creatively and responsively with other Poplar HARCA personnel to ensure the smooth running of the services we provide.

Person Specification

Post: FM Administration & Finance Officer

Grade: SO2

Team: Community Development & Wellbeing (CDW)

Directorate: Communities and Neighbourhoods

All criteria are essential unless stated otherwise.

| Requirements | Criteria |
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| 1. Education/ Qualifications/ Training | Mathematics and English to at least GCSE level or equivalent. BTEC in Business Studies, Finance or Equivalent and/or sufficient directly relevant experience. |
| 2. Skills | <ul style="list-style-type: none"> a. Able to use Microsoft Word, Excel Outlook, Access and PowerPoint. b. Able to demonstrate use of own initiative c. Effective negotiating and interaction skills d. Able to handle enquiries from colleagues and public, over the phone and in person, in a polite, sensitive and efficient manner. e. Numerate f. Able to construct simple spreadsheets g. A methodical and accurate approach to work |
| 3. Experience | <ul style="list-style-type: none"> a. Experience of maintaining effective administrative systems both manual and computerised. b. Previous experience in an Administration & Finance role. c. Experience of working with and dealing with staff at various levels within an organisation's hierarchy. d. Experience of using computer spreadsheets and databases. |
| 4. Knowledge | Knowledge of the basic bookkeeping process and basic accounting concepts |
| 5. Key Competencies | <ul style="list-style-type: none"> a. Achieving Results b. Open to change c. Informed and informing d. Personal Progress e. Partnership Working f. Problem Solving |