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| **Department** | **CHIEF EXECUTIVE’S** |
| **Job Title** | **FINANCE AND BUSINESS SUPPORT ASSISTANT** |
| **Grade** | **GRADE 4** |
| **Primary Purpose of Job** | To assist the Marketing, Events and Communications team in the day-to-day running of the service, including managing administration for projects and initiatives and supporting systems and processes. Assisting as appropriate the accounting, reconciliation and system control for the teams budgets. |
| **Reporting To** | Deputy Marketing and Events Manager |
| **Staffing** **Responsibilities** | N/A |

**Main Duties**

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| **1.** | To provide a comprehensive administrative support service to the Marketing and Communications team and work on a range of projects and initiatives |
| **2.** | To support the development and maintenance of information and filing systems, both electronic and manual, including databases and spreadsheets and other content management systems |
| **3.** | Assisting in supporting the Marketing and Communications team to maintain its financial systems and assist in preparing its budgets, profiles and final accounts |
| **4.** | Input and maintenance of computerised and manual records for accountancy purposes |
| **5.** | Production of statistics and completion of reconciliations |
| **6.** | Ensuring recharges and invoicing are actioned |
| **7.** | Completion, or assist in the completion of returns across budgets as and when required |
| **8.** | To assist with the co-ordination of information for electronic mediums and support the development of the internet and intranet |
| **9.** | To monitor the project management system, external contracts and agreements and ensure milestones are communicated (as appropriate) to the relevant team members |
| **10.** | To support and arrange, where appropriate, meetings and events and to take notes and produce appropriate materials and/or other documentation |
| **11.** | Assisting others to carry out ad hoc tasks |
| **12.** | Responding to and answering public and internal enquiries |
| **13.** | Provision of advice to clients and other staff on systems, processes, policies and guidance |

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| **Date Job Description prepared/updated:** | **February 2018** |
| **Job Description prepared by:** | **Helen Gorman** |



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| **Department** | **chief executive’s** |
| **Job Title** | **finance and business support assistant** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Ability to communicate effectively both verbally and in writing at all levels, with Councillors, Council Officers, partner organisations, suppliers and the public. | Application form/Interview |
| 2. | Ability to plan and co-ordinate own workload and demonstrate good organisational skills. | Application form/Interview |
| 3. | Ability to accurately record information and process it for various forms of communication using ICT. | Application form/Interview/Assessment |
| 4. | Able to demonstrate interpersonal skills – to work as a member of a team and foster good working relationships with colleagues, clients, both within the Council and external partners. | Application form/Interview |
| 5. | An understanding of budget management and a high level of numeracy skills to provide reports, carry out reconciliations and complete returns. | Application form/Interview/Assessment |
| 6. | Able to demonstrate excellent administrative skills, including minute taking, meeting arrangements. | Application form/Interview |
| 7. | Operate and implement filing systems, both paper based and electronic. | Application form/Interview |
| 8. | Ability to undertake a range of typing to produce documents, spreadsheets, databases and presentations. | Application form/Interview/ Assessment |
| 9. | Ability to deal with clients and partners in a confident and responsible manner. | Application form/Interview |
| 10. | Ability to meet tight deadlines, be motivated and proactive in delivering projects to required timelines | Application form/Interview |
| 11. | To manage contracts and Service Level Agreements and ensure targets and milestones are delivered and income received | Application form/Interview |
| 12. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | A minimum of 2 years’ experience in a customer focussed organisation. | Application form/Interview |
| 2. | Evidence of skill and ability to produce typed materials for a range of mediums. | Application form/Interview |
| 3. | Experience in assisting management of budget systems and processes. | Application form/Interview |
| **3. Work Related Circumstances** |
| 1. | Ability to work flexible / unsocial hours, as and when required | Application form/Interview |

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| **Date Person Specification prepared/updated:** | **February 2018** |
| **Person Specification prepared by:** | **Helen Gorman** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.