**Job Description and Person Specification**

## Job details

Job Title: Operations Admin Assistant – Compliance

Grade: Band 2

Reports to: Operations Business Manager

Responsible for: N/A

Directorate & Service Area: Operation

## Purpose of the job

To provide admin support for the Operations Team.

**Principal responsibilities**

Provide a high level of admin support to the Operations Team

1. Maintain the statutory compliance tracker to ensure compliance can be demonstrated

1. Liaise with suppliers and customers with regards to statutory inspections and compliance documentation.

1. Raise purchase orders as requested by the Operations team

1. Update Operations section of the Intranet

1. Operate the FMS (Financial Management System) computerised accounts package to place orders, receive goods and process invoices. Where instructed to arrange quotations.

1. Maintain accurate records for projects under the team's control to satisfy audit requirements, contract procedures and demonstrate sound financial control.

1. Maintain an accurate, orderly and up to date electronic and hard copy filing system including the creation of new files and archiving of old.

1. Deal with incoming correspondence.

1. Answering the telephone and general enquiries.

1. Liaising with contractors, raising of purchase orders, processing of invoices.

1. Comply with North Northants Council health and safety procedures

1. Any other allied duties commensurate with the grade.

1. Ensure that the Health and Safety of themselves and all others affected by their work is a priority and H&S procedures and policies are strictly followed and adhered to.

1. Performing other relevant duties not specified above as directed by the Manager / Supervisor.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Corby Borough Council – Person Specification

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

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| **Criteria**  | **Skills, Knowledge, Experience etc**  | **Essential / Desirable**  | **Method of Assessment**  |
| Education / Qualifications  | Good educational background to at least GCSE level or NVQ2 or equivalent.  | E  | Application  |
| CIVICA financials or similar computer experience  | D  | Application  |
| Skills / Experience  | Good communication skills, both written and verbal, with the ability to communicate at all levels.  | E  | Application/ Interview  |
| An intermediate level of Microsoft Office  | E  | Application/ Interview  |
| Good organisational skills with ability to manage a large and varied work load, keeping to deadlines.  | E  | Application/ Interview  |
| Highly motivated with ability to work on own initiative with minimum supervision.  | E  | Application/ Interview  |
| Ability to work as member of a team.  | E  | Application/ Interview  |
| Customer focussed, demonstrating sound customer care skills.  | E  | Application/ Interview  |
| Ability to remain calm whilst working under pressure.  | E  | Application/ Interview  |
| Ability to remain strictly confidential at all times.  | E  | Application/ Interview  |
| Demonstrate an awareness of equality issues as appropriate to the role.  | D  | Application/ Interview  |
| Previous experience in a similar role.  | E  | Application  |
| Miscellaneous  | Local Government experience  | D  | Application  |
| Willing to undertake training related to the post and or career development.  | E  | Application/ Interview  |