

Business Support Officer Grade 6 – Catering

Kirklees Catering Service provides high quality catering services to schools and commercial sites throughout Kirklees and surrounding areas.

Our team is currently based at Flint Street, Fartown, Huddersfield and will includes both office and home working. Duties cover a wide range of administration, finance and system development/support. It is a busy working environment with staff working to very strict, reoccurring deadlines. The team are responsible for the management of school meals and milk.

The team needs a Business Support Officer that is an excellent communicators, hardworking and very flexible. They require excellent IT skills and have experience in manipulating data.

Accuracy, producing work to a high standard, problem solving skills and paying attention to detail are also essential requirements.

Previous experience of financial and administrative processes and systems, as well as excellent organisational skills are required. Due to the nature of the work in the team a working knowledge of financial systems, reconciliation and analysing financial information is required.

Here are some of the tasks you might perform in a typical day:

- Recharges to Academies and Out of Area Schools
- Management of school meals debt including, raising invoices and investigating bad debts, where possible leading to recovery of monies owed.
- Respond to emails, letters and telephone calls from schools Business Managers, kitchen staff, internal & external customers.
- Provide project support including research and information
- Processing milk grants for primary school pupils
- Reconciling milk income
- Creating orders & processing invoices, including reconciling invoices to supplier spreadsheets
- Processing timesheets for payroll
- Processing DBS Checks (Disclosure & Barring Service)
- Systems administration duties
- Project work, including development of new & existing systems
- Petty Cash/Collecting Officer
- Production of management reports & analysis of data