

# JOB SUMMARY SHEET

<b>DIRECTORATE</b>	Economy and Infrastructure
<b>SERVICE AREA</b>	Corporate Facilities Management and Capital Delivery
<b>SECTION</b>	Corporate Facilities Management
<b>GRADE</b>	7
<b>SECTION DESCRIPTION</b> The Corporate Facilities Management Team provides a facilities management function for all the Councils' buildings and land, they deliver Council wide capital delivery, servicing, compliance and asset maintenance. The primary role of the team is to provide a comprehensive, efficient and effective one stop advice and support services for all aspects of Facilities Management to users of the Council.	
<b>JOB SUMMARY</b> The post holder will provide day to day financial business support to the Corporate Facilities Management Team and will work to and understand complex administrative and financial procedures and deal with sensitive and confidential information. The post holder will report direct to the Senior Management Team.	
<b>Main Duties:-</b> <ul style="list-style-type: none"><li>• Undertake day to day financial budget monitoring for a complex revenue budget</li><li>• Provide high quality finance support within agreed timescales</li><li>• Use computerised financial systems to interrogate data for reporting and checking purposes</li><li>• Processing and accounting for cash, cheques, direct debits, invoices etc</li><li>• Purchasing of supplies and services as required</li><li>• Provide complex management and statistical reports as required</li><li>• Complex and specialist word processing</li><li>• Responding to complex enquiries</li><li>• Providing financial administrative/technical support and advice</li><li>• Information and record management as directed</li><li>• General administrative duties</li><li>• Liaison with internal services including Corporate Finance Team and Property Services to ensure charges in relation to the budget are correct.</li><li>• To undertake in-depth investigations into jobs and charges raised using computer systems such as Total, Timemaster and other internal systems.</li></ul>	
<b>CONTACTS:</b> <ul style="list-style-type: none"><li>• Internal Services and Officers</li></ul>	