
Job Description | Estates and Finance Project Officer

Job Title: Estates and Finance Project Officer	Salary & Grade: £27,101 (£16,261 pro rata) Grade 2.4
Normal Place of Work: Kingswood Estate – travel may be required	Hours of Work: 24 hours per week
Responsible to: Head of Estates	Responsible for: N/A

Job Purpose

To provide administrative support to the Estates and Finance teams, to include support in the development and delivery of the new Estates Strategy and Business Plan. To facilitate the workflow of Estates information to deliver financial outputs for tenants and hires. To provide financial support to the Estates team, ensuring that all data and information is maintained and fit for purpose. To ensure that all tenant and hirer CRM records are accurate and charges are processed accordingly in a timely fashion. To provide administrative support as required to managers within the Estates and Finance teams.

Key Responsibilities:

1. To provide administrative support to the Estates and Finance teams, to include support in the development and delivery of the new Estates Strategy and Business Plan
2. To support the Customer Relationship Management system on Greentree including customer creation, bookings and invoicing
3. To ensure that all hire and tenant invoices are paid according to terms and conditions and work in liaison with the finance team where this is not the case
4. To support due diligence of Estates suppliers and customers, including ensuring that appropriate insurance is in place, recorded and checked annually
5. To ensure that regular meter readings (as taken by estates

officers) are entered into the CYN internal utility schedule and submitted to suppliers as required to support with the production of utility invoices for CYN tenants

6. To support with other tenant recharges as required
7. To support and assist with purchasing and ordering for the Estates team, including identifying and setting up of new suppliers, to maintain a cost efficient and effective procurement system
8. To provide support to the Estates team to complete expenses and business card returns in a compliant and timely manner
9. To work with the Estates and Finance teams to identify system improvements and efficiencies.
10. To monitor shared email accounts and respond to queries as appropriate, including the Spiceworks ticket system
11. To provide other support and administration as required, including for managers within the Estates and Finance teams and the Estates Strategy and Business Plan project team.

While this role does include flexibility for an element of home/remote working, the postholder will at times be required to work on site e.g. to support with the minimum staffing required for safe operational management. This will generally include one day per week working from the reception desk (at either Kingswood, the Station or the Courts) and covering reception duties in addition to the duties listed above. This may increase during busy periods and/or to cover staff absence.

General Responsibilities:

1. Act as a representative of the organisation in all dealings with internal and external agencies and stakeholders.
2. Safeguard the welfare of children, young people and vulnerable adults, working within organisational safeguarding policies and local authority frameworks.
3. Ensure that all administration, records and files are stored and processed in line with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
4. Provide a diverse and culturally sensitive approach in all dealings with Creative Youth Network and act within the organisation's Equality and Diversity policy and frameworks.
5. Promote equality and anti-discriminatory practices within all aspects of service delivery.
6. Promote a safe working environment in line with policies on Health and Safety, highlighting any significant deficiencies to the line manager.
7. Undertake any other duties as may be reasonably required.

This list of tasks is not exclusive and does not form part of any contract of employment. Duties may be varied from time to time, with the job description being subject to review or periodic amendments.

Last Updated: June 2024

PERSON SPECIFICATION -

Job Title: Estates and Finance Project Officer

Grade: 2.4

Reports to: Head of Estates

Criteria <i>Essential</i>	Assessed by:			
	AF	IV	AS	QC
Excellent interpersonal and communication skills, both written and verbal.	✓	✓		
Experience of working in a busy administrative environment	✓	✓		
Excellent IT skills with demonstrable experience of Microsoft Office	✓	✓	✓	
Excellent attention to detail and be able to produce administrative work of a very high standard.	✓	✓		
Excellent customer service skills and inter team working	✓			
Ability to problem solve taking a pragmatic approach.		✓	✓	
Ability to be tactful, diplomatic and approachable in their dealings and remain calm in difficult situations.	✓	✓		
Able to work as a team & individual.	✓	✓		
Experience working with a variety of different types of data and able to manipulate, gather & present information from it.	✓	✓	✓	
A willingness to tackle new challenges.	✓	✓		
Excellent organisation and prioritisation skills.	✓	✓		
A flexible approach to working including the flexibility to sometimes work additional and unsocial hours.		✓		

AF = Application Form

AS = Assessment/Task/Presentation

IV = Interview

QC = Qualification Certificate