

Property Finance Administrator

Department	Property and Facilities
Pay Grade	G3
Responsible to	Head of Property and Facilities

Role Purpose

Providing the Property and Facilities team with day-to-day administration of property-related financials and performance indicators.

Role Specific Responsibilities / Accountabilities

- Payment of charges relating to utilities, security and cleaning contracts including coordination of recharges.
- Recharging of insurance contract charges to tenants.
- Coding/ input and invoice management within the financial management system.
- Processing external facilities management supplier data including analysis to ensure that expenditure is correctly allocated.
- Reconciliation of accounts as required.
- Raising adhoc invoices for rent and service charge demands to external parties.
- Liaising with finance to ensure budget compliance.
- Service charge budget management for investment and operational property. Including preparation of service charge statements and calculating demands.
- Analysing monthly budget forecasts – providing information to budget holders.
- Preparing and analysing of data for annual budget round.
- Arrears management and recovery tracking, including liaising with surveyors to ensure prompt collection.
- Carrying out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Experience in finance and bookkeeping
- Ability to: self-motivate, use own initiative and to contribute as part of a team
- Organisational and time management skills
- Competent IT user able to learn and use different systems and packages
- Administration experience
- Educated to A level or equivalent
- Good communication skills and able to relate those from differing social, ethnic and professional backgrounds

Desirable Criteria

- Experience working with a local government accounts
- Experience working in property

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.

- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly