

Kent County Council

Job Description: Business Support Officer – Monitoring and Compliance

Directorate:	Children, Young People and Education
Unit/Section:	Integrated Children's Services – Business Support
Grade:	KR5
Responsible to:	Business Support Lead

Purpose of the Job:

To provide administrative and financial support to the county wide monitoring, compliance and processing functions of Integrated Children's Services, working with other Business Support Officers when appropriate.

To assist in the smooth running of the team and take a proactive role in the day to day functioning of the service.

Main duties and responsibilities:

- To provide comprehensive central administrative and finance support including updating and maintaining records, retrieving data, preparing standard and nonstandard reports, and accurate and timely input into systems.
- To assist the Business Support Lead in collating and submitting all relevant returns and information for corporate functions, the Business Support Service Manager and service wide teams (including Assistant Directors, Heads of Services and other units such as HR and Information and Intelligence) in order to meet stated deadlines and ad hoc requests. This includes the monitoring and collation of Health and Safety returns and monitoring for the Directorate.
- To process, maintain and monitor financial records relating to expenditure and income, including support for petty cash and purchase card purchases, including petty cash withdrawal, ensuring all financial information and procedures is accurate and up to date.
- To support budget managers to monitor their budgets in accordance with finance regulations and Directorate procedures. Ensure the physical banking of income, ensuring compliance within the Authority's Financial Regulations and Procedures.
- To plan, organise and assist in any countywide, central or external meetings/ events. To ensure the whole process runs effectively and that every administrative aspect is covered including note taking and distribution to appropriate attendees.
- To support and produce a range of templates, publications and materials supporting external communications, marketing and business support management functions.

- To input and maintain central administrative systems including central Asset registers/inventory, identification cards, booking systems and other required registers for the Directorate.

Footnote: This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Business Support Officer – Monitoring and Compliance

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 2 in Admin or equivalent
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal skills• Literacy, numeracy and IT skills - ability to produce a range of documents and reports using Microsoft Office, databases and case management systems• Ability to organise and prioritise workload to achieve deadlines• Ability to maintain and process accurate and timely records and to investigate complex queries and anomalies• Co-ordination skills when arranging meetings and appointments, ability to take accurate records of meetings and take a proactive approach in tracking action points.• Ability to travel to and from service delivery points, meetings and training when required
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Understanding of IT applications and a working knowledge of Microsoft Office (Outlook, Word and Excel)• Understanding of Integrated Children's Services• Awareness of policies and procedures in relation to Safeguarding, Data Protection, Health and Safety, Equalities and Diversity

<p>KENT VALUES AND CULTURE</p>	<ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make • Compassionate & inclusive • Working together – building and delivering for the best interests of KCC • Externally focused – residents, families and communities at the heart of decision making • Flexible/agile – willing to take (calculated) risks • Empowering – our people take accountability for their decisions and actions • Curious – constantly learning and evolving
<p>BEHAVIOURS AND KENT VALUES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make