

Kent County Council

Job Description: *Infrastructure Budget Management Assistant*

Directorate:	Deputy Chief Executive's Department
Unit/Section:	Infrastructure, Business Management
Grade:	KR5
Responsible to:	Infrastructure Expenditure Lead

Purpose of the Job:

The post holder will provide administrative support for the Infrastructure Expenditure and Income management teams and assist with the smooth running of the function and take a proactive role in its effective working.

Main duties and responsibilities:

1. Assist with the maintaining and monitoring of systems, including financial databases and reports, both computerised and manual, checking that data is up to date and complete, for all budgets managed by Infrastructure.
2. Assist in maintaining and monitoring financial records in relation to expenditure and/or income, including raising orders, processing invoices and updating the monitors of these activities. Identify and resolve anomalies such that financial information is up to date and robust.
3. Assist in the day-to-day administration of the team, including monitoring emails and telephone messages. Act as the first point of contact for the team – assessing the nature of enquiries and referring them to the appropriate person, so that the enquiries are dealt with efficiently and consistently in a timely manner.
4. Carry out the day-to-day administrations for IProc, key systems and processes such as Oracle (and also other bespoke spreadsheets, records and trackers). Raise purchase orders on IProc as required to procure goods and services. and ensure the ordering of works/services, receipting of works/services and payment of invoices is carried out consistently, effectively and efficiently.
5. Undertake the day-to-day administration of income management including receiving account queries and passing on to the Infrastructure Income team to action as required to resolve the account queries.
6. Support in retrieving data on both manual and computerised systems, preparing standard and non-standard reports, cross checking data held on different systems to ensure accuracy to meet information needs as required.
7. Produce documentation to support the Infrastructure financial functions, such as draft correspondence within appropriate timescales, to assist in the team's provision of reliable and high-quality service.

8. Providing administrative support as required to ensure the smooth running of the team including working closely with the Infrastructure Income team and wider Information management team to ensure there is consistency across the whole Infrastructure budget management team including covering elements of other roles if required.
9. Responsible for delivering a customer-centric approach and displaying customer-focused, professional and empathetic behavior. Provide excellent service putting the customer at the heart of every aspect of the work.
10. Responsible for stimulating an environment for innovation with opportunities to plan new interventions that will drive innovation, proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.

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

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Person Specification:

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 Qualification or equivalent in Business Administration
EXPERIENCE	<p>Experience in office administration.</p> <p>Experience of a one team approach and working collaboratively within a wider team</p> <p>Budget monitoring</p>
SKILLS AND ABILITIES	<p>Computer literate in MS Office packages including Word, Excel and PowerPoint.</p> <p>Good oral and written communication, interpersonal skills and organisational skills.</p> <p>Able to work prioritise and work to deadlines.</p> <p>Confident telephone manner</p> <p>Demonstrable experience of partnership working within a public sector setting at different levels.</p> <p>Able to work on own initiative, taking responsibility for actions and decisions surrounding areas of accountability</p>
KNOWLEDGE	Knowledge of organisational systems and tools – e.g. for filing, tracking, logging etc
KENT VALUES AND CULTURAL ATTRIBUTES	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p>

	<p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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