



## Job description

**Job title :** Corporate Services Admin Assistant

**Grade :** Band 5

**Directorate :** Corporate Services

**Reports to :** Financial Services Team Leader

### Purpose of the job

Responsible for the provision and delivery of high-quality executive support services within the Directorate. Ensuring the timely and effective administration of duties in line with Council policy, legislation and best practice.

### Main areas of responsibility

- To provide proactive Director/Assistant Director executive support within the Directorate
- Deliver high standards of administration to ensure appropriate records are maintained across the Directorate.
- Plan and carry out general administrative duties for the Directorate including but not restricted to reprographics, the raising of orders, maintenance of periodical payments register, preparation of invoices for payment, organising and minute meetings
- Monitor and report on information/activities relevant to the Directorate and provide relevant management information including the collation of performance data/statistics and updating of relevant documents
- To prepare any information required in support of the year end financials.
- Maintain the Directorate's inventories and timely completion of directorate data returns
- Maintain and develop electronic information systems including data bases and filing structures using corporate systems.
- Maintain and update the Contracts Register
- To take a "one team" approach with Business Support Officers/Executive Officer throughout the organisation and support/provide cover where required

- Respond to and follow up on customer enquiries through post, phone, email and face to face in line with service standards set for the area
- To undertake other administrative duties as deemed necessary by the Director/Assistant Director including dealing with support for the Statutory role of the section 151 officer

### **Corporate Services Specific tasks**

- Support Accounts Payable duties – Process supplier invoices so they can be posted to the Council's Finance system for approval and payment
- Procurement Card Purchases
- Control, purchase, distribution and recharging of all common items of stationery using the recommended OGC Contract supplier, to include negotiation and ordering corporate stationery and business cards.
- Administration and issue of mobile phones.
- Support the Corporate Services team, raising orders, receipting and coding invoices for payment.

### **Values**

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

### **Health and Safety**

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

### **Equality**

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective

implementation of relevant projects, programmes, policies and procedures.

Date reviewed : 08/10/24

Reviewing Manager: Assistant Director for Resources



## **Person specification**

Qualifications – general standard of education to GCSE or equivalent level including Maths and English and/or significant administration experience.

Comprehensive administration experience

Developed organisation and time management skills

Knowledge and understanding of Council policies and relevant legislation

Flexible attitude and able to perform under pressure

Developed working knowledge of Microsoft Office suite applications.

Understanding of and commitment to Health and Safety legislation and guidance