

**DEFENCE**

Job Description:   
Contract and finance administrator

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| Function: | | Defence & Government Services | |
| Generic job: | | Administrator | |
| Position: | | Contract and finance administrator | |
| Job holder: | |  | |
| Date (in job since): | |  | |
| Immediate manager  (N+1 Job title and name): | | Finance Manager | |
| Additional reporting line to: | |  | |
| Position location: | |  | |
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| 1. Purpose of the job | | | |
| * To ensure accurate invoice production for the customer and client of sub contractor services and functions * To support the contract variation process * General administration support where required | | | |
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| 2. Dimensions | | | |
| N/A |  | | |

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| 3. Organisation chart |
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| **4. Context** |
| * Comply with all Sodexo company policies/procedures * Comply with all legislative requirements * Adhere to any local client site rules and regulations * Role model safe behaviour * Unsociable hours in line with business requirements maybe required * Flexibility on work schedule and location maybe required |

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| 5. Main assignments |
| * To continue to develop one’s own skills and knowledge within the position, including any required training courses * To maintain excellent client/customer relationships * To attend team briefs, huddles and meetings as required * To attend your performance development review to discuss job standards and agree development activities * To maintain a clean and tidy work area at all times * To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required * To care for all available resources including equipment, materials and supplies as directed * To report any near miss occurrences, accidents or faulty equipment to management * To ensure effective communication with line manager, team, customer and client organisation * To maintain all areas of responsibility to the set service standards and in line with applicable service offer * To monitor the performance of third party suppliers or contractors as required to ensure they meet the agreed service level agreements e.g. waste, laundry, tailoring and window cleaning * To work with finance manager to ensure that period enabling costs are accounted for and invoiced accordingly * Inform general managers and sub-contractors of all contract amendments * Liaise with sub contractors with any price changes and issues raised by clients * To work collaboratively with general managers and DIO * Communicate and meet with DIO representative to seek invoice approval * To assist in administration and completion of the sub contractor services and function invoicing as required * To carry out administration duties and clerical assistance to the Finance manager as required * To provide support for any additional ad-hoc services provided as required, for example administrative or office support * Process all information with discretion and strict confidentiality in order to comply with data protection and other security requirements * To carry out any other reasonable tasks and/or instructions as directed by management |

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| 6. Accountabilities |
| * N/A |

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| 7. Person specification |
| Essential:   * Good verbal and written communication skills * Good knowledge of Microsoft applications with excellent Excel skills * Strong organisation and time management skills * Able to build relationships at all levels within the organisation and externally with sub contractors and the client   Desirable:   * Experience of working within military environment |

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| 8. Competencies |
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| 9. Management approval |
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