

**DEFENCE**

Job Description:
Contract and finance administrator

|  |  |
| --- | --- |
| 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: |  |
|  |
| 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
 |
|  |
| 2. Dimensions  |
| N/A |  |

Draft. Version: 27-03-2014

|  |
| --- |
| 3. Organisation chart  |
|  |

|  |
| --- |
| **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
 |

|  |
| --- |
| 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
 |

|  |
| --- |
| 6. Accountabilities  |
| * N/A
 |

|  |
| --- |
| 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
 |

|  |
| --- |
| 8. Competencies  |
|  |

|  |
| --- |
| 9. Management approval |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 1 November 2016 |
| Document owner | 6MAH |

 |