

Job Description: Office Administrator

Function:	Administrator
Position:	Office Administrator – Part time
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Finance Team Leader
Additional reporting line to:	Head of Business Management
Position location:	HMP Forest Bank

1. Purpose of the Job – State concisely the aim of the job.

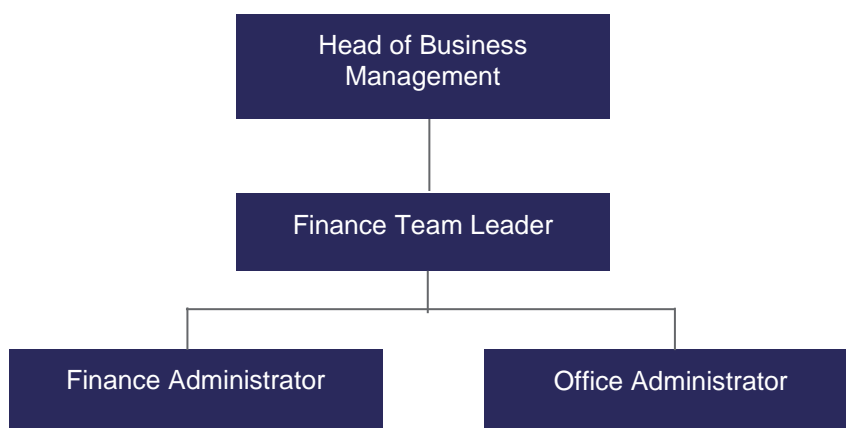
- To create and maintain efficient and accurate administrative and financial systems. This will include using CMS, BT pin system, Excel, and Word to produce reports and carry out any other necessary administrative duties.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY21:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Working to tight deadlines
- Ad hoc requests and tasks required; to be adaptable to situations
- Working within the guidelines of relevant Prison Service Instructions ie Manage Prisoner Finance

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Primarily to maintain and update the BT pin system daily and provide any monthly reports
- Log all valuable property received and all given out. Carry out all audits and destruction of valuable property in accordance with the guidelines within the PSI's.
- To provide administrative and finance support to HMP Forest Bank and the wider business.
- To deal with non-prisoner cash; visits tea bar, vending machine, lunch vouchers where necessary.
- Ensure completed and relevant reports are carried out within the agreed required timescales; daily and monthly. These include CMS, BT pin system.
- To deal with general enquiries and correspondence from both internal departments and external service providers.
- Assist with any month end tasks as requested.
- To undertake all postal duties.
- Maintain stock control and order any stationary and financial consumables.
- Complete all other administrative duties in line with audit requirements, finance policies and PSI's.
- Any other ad hoc tasks required

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- All daily and monthly transactions and reports done accurately and efficiently with no variances or discrepancies.
- All duties carried out within agreed timescales and all deadlines met.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Excellent IT skills.
- Good communication and interpersonal skills.
- Must possess good organisational skills, ability to multitask, prioritise workload and work to deadlines.
- The ability to work with multidisciplinary teams and autonomously.
- Must be highly motivated with a willingness to learn.
- Must be fully aware of and follow the guidelines surrounding Data protection and confidentiality.
- Experience of working within an administrative/finance environment.
- Experience of working in a fast paced, deadline orientated department.
- Attention to detail.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			