

Job Description:
Miscellaneous stores and Equipment

Table Accountant

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| Function: | Warehouse & Distribution |
| Position:  | Miscellaneous stores/ Equipment table accountant  |
| Job holder: | None |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Warehouse Supervisor |
| Additional reporting line to: | QMCS Manager, Warehouse Distribution Manager  |
| Position location: | Building D07, Colchester PFI |
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| 1. Purpose of the Job –State concisely the aim of the job.  |
| * To deliver Service Excellence and Customer Care to your customers and clients.
* To provide consistent MSA/ ET accounts via MJDI, stocktaking, stock maintenance and demanding/ issuing stores according to the needs of the business/ client.
* Maintain Issue Transaction Summaries.
* Assist in the maintenance of the MSA and ET accounts
* Continually monitor standards and practices ensuring they are maintained at the highest level.
* To deputise for the Warehouse Supervisor on account matters during periods of absence.
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| ~~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 FY13: | ~~N/A~~ | ~~EBIT growth:~~ | ~~N/A~~ | ~~Growth type:~~ | ~~N/A~~ | ~~Outsourcing rate:~~ | ~~N/A~~ | ~~Region Workforce~~ | ~~N/A~~ |
| ~~EBIT margin:~~ | ~~N/A~~ |
| ~~Net income growth:~~ | ~~N/A~~ | ~~Outsourcing growth rate:~~ | ~~N/A~~ | ~~HR in Region~~  | ~~N/A~~ |
| ~~Cash conversion:~~ | ~~N/A~~ |
| ~~Characteristics~~  | * ~~Add point~~
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| 3. Organization chart–Indicate schematically the position of the job within the organization. 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. |
| QMCS ManagerWarehouse Distribution ManagerMSA/ET AccountantWarehouse Supervisor |

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| **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. |
| JSP’SCustomer ComplaintsMJDI IssuesMoD Form completion in line with Contract |

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| 5. Main assignments –Indicate the main activities / duties to be conducted in the job. |
| * Responsible for the availability and serviceability of all Garrison stores.
* Responsible for ensuring the Garrison Armoury is run in strict conformity to JSP 886 and JSP 440 and all other current MOD regulations.
* Manage the Garrison Expense Account on MJDI in accordance with JSP 886 and JSP 440 and MOD regulations.
* Conduct MJDI training
* Attend all training courses as required
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| 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. |
| * Provide excellent Customer Service whilst supporting the MoD in the best way possible.
* Ensure all MJDI procedures are completed in a timely manner.
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| 7. Person Specification–Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Computer Literate
* People Friendly
* Good Time Keeping
* Good Communications skills
* Ability to work on own initiative
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| 8. Competencies–Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
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| * Innovation and Change
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| * Learning & Development
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| 9. Management Approval–To be completed by document owner |
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| Document Owner | Mick Watt |

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| 10. Employee Approval–To be completed by employee |
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| Employee Name |  | Date |  |

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