

# Job Description: Administrator (Finance)



Function:	Finance
Position:	<b>Administrator (Finance)</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	HMP & YOI Bronzefield

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

- Provide support to the Head of Business Management to take the finance department forward in providing the quality of services to internal and external stakeholders whilst also making sure that demanding targets are met as set. The role involves both the commitment and the ability to manage the work effectively to the standards as required. We are looking for a conscientious administrator to work in a fast-paced environment. You must be professional, and a self-starter with excellent organisational and communication skills. IT literacy to include Outlook and Excel is essential, as is an ability to work under pressure, pay attention to detail, and meet strict deadlines. You will perform a variety of duties to ensure the smooth running of the function, providing a service to the prison as a whole.

### 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.

- Characteristics
- Main responsibilities are involved in administrating daily the financial activities of the business and maintaining accurate and secure financial records.

### 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.

- Efficiently process and maintain records for a high volume of daily transactions using both manual methods and IT systems.
- Maintaining compliance with financial policies.
- Keep financial records updated and organised.
- Address and resolve queries, complaints, and correspondences.
- Communicate effectively with both internal and external stakeholders
- Adhere to strict time deadlines and ensure timely completion of tasks.
- Maintain high accuracy and attention to detail in all tasks and records.

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

- Key responsibilities include accounts payable, accounts receivable, reconciliations, reporting, audit & compliance.
- Provide administrative support to the HMP Bronzefield finance department and the wider business.
- Provide support to team members and flexibility to adapt to any other duties that may be deemed appropriate to this role.
- Maintain all appropriate records and documentation accurately.
- Work closely and co-operatively with colleagues in other areas to ensure the safe and smooth running of the prison.
- Build and maintain relationships with key internal and external stakeholders.
- Adhere to the corporate strategic directions, contract delivery indicators, MoJ/NOMS service specifications and all appropriate regulations and Health and Safety Policies.
- Ensure that all information is stored accurately, updated when required and made available to those who require it in a timely manner.
- Participate in mandatory and refresher training as required to keep current with all knowledge and skills.
- Ensure all Health and Safety arrangements are in place and expected controls adhered to as indicated by department Risk Assessments/SSOW
- Should be able to adopt and demonstrate the Sodexo core values of team spirit, service spirit and spirit of progress in all aspects of work.

**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.

- Financial accuracy-Correct financial entries, maintaining reliable records and reconciliations.
- Compliance & Governance – Supporting regulatory compliance and adhering to financial policies.
- Management Support – Supporting managers with financial information and responding to finance related queries from internal and external stake holders.
- Confidentiality – Protecting sensitive financial, supplier, customer, payroll, employee data.
- Ensuring that all policies and practices are carried out in accordance with the guidelines

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

- Studying towards a professional accounting qualifications, a finance graduate or part qualified.
- Strong working knowledge of Microsoft Office particularly Outlook and Excel.
- Excellent inter-personal and communication skills.
- Ability to work independently, meet targets and respond effectively to changing priorities.
- Strong organisational skill with the ability to multitask and meet deadlines.
- Experience in a finance and or prison environment is desirable along with any relevant administrative or finance qualifications.
- High level of attention to detail and accuracy in all tasks.

**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 |
| ■ Rigorous management of results  |
| ■ Innovation and Change   |
| ■ Employee Engagement   |
| ■ Learning & Development  |
| ■ Commercial Awareness  |

**9. Management Approval** – To be completed by document owner

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Document Owner			