

Job Description

Job descriptions should be no more than four pages when complete. In line with the Welsh Language Act you need to consider if Welsh is required for the role and complete as necessary.

Where you are amending an existing job description you must make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: FHQ Estates & Facilities Assistant (Financial)	Grade: A004
Department: Estates (Corporate Development)	Division: A
Reports to: Senior Project Sponsor - Estates	Contract type: Permanent
Level of Vetting: Recruit Vetting	Numbers in Post: 1
Welsh language required No	
B Purpose of the Post	
<p>To provide a comprehensive service in relation to assistance with all types of financial matters within the estates team including budgeting, forecasting and monitoring of spend both in the project portfolio space and BAU revenue estates expenditure of all sorts.</p> <p>To procure goods and services ensuring Best Value is achieved and procurement rules are met, and to assist in administering, monitoring and controlling the acquisition of goods and services by Procurement Card and Eproc by all Estates team members as may be required.</p> <p>To provide general administrative assistance and general support to Estates team members as may be required.</p>	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct The holder of the post has an indirect influence on where part of the Estates budget is allocated through contracts and one -off purchases</p> <p>Staff Responsibilities – Direct or Non-Direct none</p> <p>Any Other Statistical Data none</p>	

D Principal Accountabilities
<p>To provide a comprehensive service in relation to assistance with all types of financial matters within the estates team including budgeting, forecasting and monitoring of spend both in the project portfolio space and BAU revenue estates expenditure of all sorts.</p> <p>To procure goods and services ensuring Best Value is achieved and procurement rules are met, and to assist in administering, monitoring and controlling the acquisition of goods and services by Procurement Card and Eproc by all Estates team members as may be required.</p> <p>To provide general administrative assistance and general support to Estates team members as may be required.</p>
E Decision Making
<p>Make decisions The post holder will have a significant input to decisions in respect of the role, processes and procedures based on practical first hand experience.</p> <p>Significant say in decisions</p>
F Contact with Others
<p>Internal BTP staff and officers of all grades from all Departments</p> <p>External Contractors and suppliers</p>
G Essential Criteria
Qualifications and Training:
Qualification in Business administration or a minimum of one year practical experience in similar environment

<p>Experience:</p> <p>Working effectively in a busy environment. Evidence of owning and prioritizing workload to deliver high level of performance and accuracy.</p> <p>Strong problem solving and management skills.</p> <p>Excellent interpersonal and communication skills in Welsh No</p>
<p>Skills:</p> <p>High level of verbal and written communication skills with ability to demonstrate interpersonal skills of persuasion and negotiation.</p> <p>Ability to capture record and relay information in a concise and straightforward manner.</p> <p>High attention to details and level of accuracy.</p> <p>Ability to develop and maintain effective working relationships with key stakeholders and colleagues.</p> <p>Self-starter, self-motivated with the ability to work under pressure, produce high quality work and exercise both initiative and discretion.</p> <p>Effective time management, prioritization and organizational skills.</p> <p>Flexible approach to work, strong ability to work effectively towards business priorities without close supervision or direction.</p> <p>Highly effective customer service skills.</p> <p>Excellent interpersonal and communication skills in Welsh No</p>
<p>Knowledge:</p> <p>Good IT skills.</p> <p>Knowledge of facilities related issues.</p> <p>Knowledge of financial systems.</p>
<p>Desirable criteria:</p> <p>Qualifications and Training: Financial E Fins (or similar).</p>
<p>H Additional Information</p>
<p>For Panel to complete only:</p> <p>Line Manager Approval: (this is only signed off when the line manager has approved the final version)</p> <p>Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)</p> <p>Date:15/01/2024</p>

Please submit with supporting documentation (organisational charts, job descriptions) via the [Hub](#)

You will be advised of a panel date following receipt of the submission