

## JOB DESCRIPTION

1. **JOB TITLE** **Business Support Administrator**

2. **JOB PURPOSE**

To support Localities to deliver services efficiently and make the most effective use of resources by ensuring accurate data input for budget setting and budget monitoring processes and securing value for money from key national contracts.

3. **ORGANISATIONAL POSITION**

**Immediate Line Manager** Business Development and Improvement Manager

**Peers** Business Improvement Officer  
Lead Finance Administrator  
Procurement Team  
LSM's & LRM's

**Management Responsibilities** None

4. **DIMENSIONS**

Working within the SOM Support Team but having close working relationships with Locality Management Teams and Finance and Procurement Teams.

Working with external suppliers, building strong working relationships as a basis for negotiation, influencing and robust challenge, including analysis and evaluation of data for continuous improvement, value for money and efficiency savings.

5. **PRINCIPAL ACCOUNTABILITIES**

- Liaising with the Business Improvement Officer and Locality budget leads, be responsible for inputting financial data to budget setting templates, budget monitoring and salary monitoring returns to ensure accuracy of budget information.
- Analyse financial data on E Financial System, FPM & ITrent to ensure budget monitoring information for Localities is accurate.
- Liaising with the Lead Finance Administrator oversee the processing of Locality invoices, including ensuring appropriate coding and processing procedures are followed.
- Support the Business Improvement Officer with procurement projects for national contracts including gathering information and data to inform specifications for contracts, evaluation of tenders, smooth handover to new suppliers and tracking of key performance indicators.
- Support the Business Improvement Officer in the management of key national contracts (total value currently in excess of £500 K) liaising with the Procurement Team to ensure contracts and suppliers are effectively managed in line with internal guidance.
- Maintain cost and activity trackers for all key national contracts and ensure up to date information is available to support contract and supplier management and budget setting and forecasting.
- Support the Business Improvement and Development Manager by tracking all locality sustainability initiatives and facilitate the sharing of learning across the organisation.

- Maintain documents and data relating to projects owned by the SOM support team and administer calendar of key change events impacting on localities.
- Provide administrative support to the SOMs and to networks led by the SOMs and Business Development and Improvement Manager.

## **6. QUALIFICATIONS, TRAINING, EXPERIENCE, KNOWLEDGE, AND SKILLS.**

- HND in a relevant subject, or equivalent
- Ability to gather and analyse data to generate information that helps Locality Managers make decisions
- Experience of working in a Finance environment, including excellent financial administration skills
- Experience and detailed knowledge of financial software systems
- Demonstrable experience in the use of Microsoft Office, particularly Excel, Teams, and Outlook, including the development of complex Excel spreadsheets
- Excellent numerical skills
- Excellent working relationship skills in order to build and maintain effective working relationships within own team and across the organisation
- Ability to effectively communicate appropriate information to a variety of audiences using oral and written communication skills
- Excellent planning and organisation skills in order to meet tight high priority weekly and monthly deadlines
- Ability to work on own initiative with minimum supervision, balanced with confidence to seek guidance where appropriate

## **7. COMMUNICATIONS**

Internal: All SCRA staff including budget leads in Localities.  
 External: SCRA key suppliers.

## **8. PRINCIPAL CHALLENGE**

Participate and promote effective budget setting, budget monitoring and contract management processes in localities to support best use of limited resources.