



South Yorkshire

POLICE**Business Support Clerk**

District/Department	FM	Rank/Grade	Band B
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Role purpose:	To provide business support within the department.
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Summary of Main Duties:

Act in accordance with Financial Regulations and Financial Instructions, procedures and guidelines.

Source, Order and Raise requisitions for goods and services using value for money principles and the relevant information system, e.g. I-procurement.

Receipt goods and services, confirm deliveries and quantities and maintain accurate records.

Administer local purchase card and disbursement and income accounts which includes:

- providing cash (e.g. payment of cash expenses, cash advances)
- collecting, receipting, reconciling and banking income (cash and cheque)
- maintaining accurate electronic records
- safe auditing

Track the supply of equipment, uniform, controlled stationery, stock, and issue where appropriate. Communicate with internal and external customers to progress queries and provide guidance and assistance.

Administer the booking of travel and accommodation for staff/officers including Senior Officers/Staff ensuring best value principles are adhered to.

General clerical duties to include correspondence, mail, typing, photocopying, filing etc.

Any other duties commensurate with the grade of the post.

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency

<https://profdev.college.police.uk/competency-values/>

CVF Level

Level 1 - Practitioner

Level 2 - Supervisor/Middle Manager

Level 3 - Senior Manager/Executive

We are emotionally aware

Level 1

We take ownership

Level 1

We are collaborative

Level 1

We deliver, support and inspire

Level 1

We analyse critically

Level 1

We are innovative and open-minded

Level 1

Core values for ALL employees:



South Yorkshire

POLICE

Integrity
Impartiality

Public Service
Transparency

Experience, Education and Skills:

Essential: (used for short-listing)

Experience of working in an office environment.

Ability to utilise Microsoft applications.

Proven numeracy.

Desirable:

Previous experience of working in a finance environment including cashier duties.

Previous experience of data input.

WFP 3 Jan 20