

Business Support Clerk

District/Department	Districts / OSU / HR Services / SCS / PAG / FM	Rank/Grade	Band B
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Role purpose:	To provide business support within the district or 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 disturbance 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:

Integrity	Public Service
Impartiality	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