


SUMMARY OF MAIN DUTIES	OPCC Business Support Assistant Band B	
RESPONSIBLE TO: Office Manager		
RESPONSIBLE FOR: N/A		
SPECIFIC CONDITIONS OF SERVICE		
Ability to travel within and outside South Yorkshire boundaries appropriate to the role Casual car user with the appropriate business car insurance and valid driving licence Ability and willingness to work outside normal office hours when business needs require, cognisant of the need for work / life balance High level of discretion and be subject to the appropriate level of vetting		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
Main Duties: Undertake a range of clerical, keyboard and data input duties as directed by the Office Manager including business and HR support to the OPCC general office and financial support to the Finance Team. Business Support <ul style="list-style-type: none">• General administrative duties, including but not limited to filing, printing meeting papers, running reports, photocopying, logging and distributing correspondence from members of the public• Update and maintain OPCC office structure chart and key contact lists• Book travel and accommodation• Organise refreshments and hospitality for meetings• Assist with the collation and update of inventories and audits for the OPCC• Raise requisitions for goods and services, using the relevant database, for example iProcurement• Receive goods and services, confirm deliveries and quantities and maintain accurate records		

- Update information using the internet and intranet as required
- Handle supplier, customer and general enquiries
- Run reports from the HR Database.
- Prepare letters, arrange interviews and induction packs for new starters
- Update and maintain vetting records for OPCC staff and partners

Financial Support

- Provide transactional finance support to the finance team, including, but not limited to, expenses claims, raising and receipting invoices, processing journals

General Duties:

- Ability to plan and manage own workload, work independently and maintain accuracy under pressure to meet deadlines. Must be able to use own initiative and be proactive in seeking opportunities to develop the role
- Demonstrate personal responsibility at all times and seek opportunities to work flexibly across business area boundaries to provide support to colleagues
- Support the delivery of the OPCC Delivery Plan, including the upholding the OPCC Ethos and Values, and achievement of objectives
- Personal responsibility for ensuring compliance with all OPCC policies and procedures, including Health and Safety
- Contribute to the development and maintenance of administrative systems within the OPCC
- Accompany and provide support to the Police and Crime Commissioner (or other team members) at engagement events on an ad hoc basis
- Undertake such other duties, commensurate with the nature and responsibilities of the post