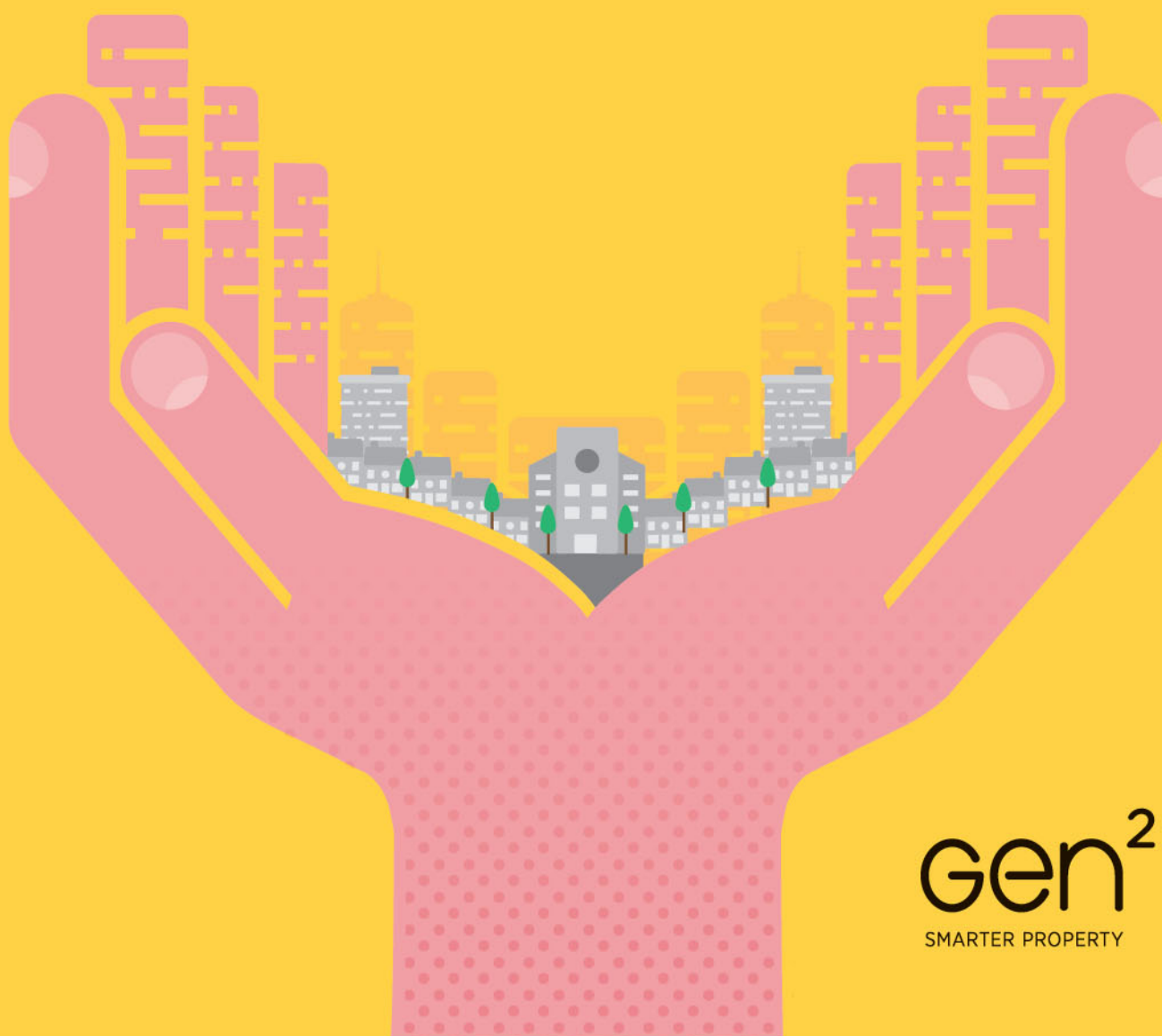


Property Expenditure Support

**INFORMATION, JOB DESCRIPTION &
PERSONAL SPECIFICATION**



Gen²
SMARTER PROPERTY

Property Expenditure Support

Information, job description and personal specification

This purpose of this document is as a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

Who we are

Gen² are trusted public sector property experts.

We're transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

And we're growing. Having successfully secured a five year agreement with Kent County Council's infrastructure division and securing new clients, Gen² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitates the delivery of a diverse range of services for the public sector across London and the South East.

Gen² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.



JOB & BENEFITS SUMMARY

Property Expenditure Support

Reporting to Property Expenditure Lead

Working in the Finance Team

Based at Sessions House, Maidstone, Kent

Salary from £19,609

Holiday allowance: 22 days

Company Pension

Flexible working practices

Purpose of the job

The post-holder will assist the Property Expenditure Lead in comprehensive financial support relating to expenditure. This will include assisting in the preparation of budgets, forecasts, orders, invoices, receipts and reconciliations, and also liaising with key internal and external stakeholders.

Main duties & responsibilities

1. Assist in maintaining and monitoring financial records in relation to expenditure, including processing invoices and payments and resolving anomalies such that financial information is up-to-date and robust.
2. Be the day-to-day operator for iProc in order to procure goods and services consistently, effectively and efficiently. Be the day-to-day operator of key systems and processes such as Property and Financial Data Management systems (and also bespoke spreadsheets, records and trackers) such that the commissioning of work, receipting of work and payment of invoices is carried out consistently, effectively and efficiently.
3. Update, modify and retrieve data on both manual and computerised systems, cross-checking data held on different systems to ensure accuracy, and contributing to the development of new systems to meet information needs in order to provide accurate and reliable information, on which management decisions can be made.
4. Provide up-to-date financial information to the Property Expenditure Lead to allow them to discharge their duties effectively – this will include information relating to budgets, forecasting, invoicing, payments and confirmation of goods/ services received and reconciliation.
5. Use initiative to resolve issues with suppliers and invoices. Establish good relationships with colleagues, financial support functions and suppliers internally and externally.

6. Work with Project Managers, Estates and FM Technical experts to resolve issues and support them to manage budgets.
7. Assist the Property Expenditure Lead with the adherence to all relevant legal and fiscal requirements in relation to financial management, including preparation for audits.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



PERSONAL SPECIFICATION

The following personal specification outlines what we are looking for in an applicant. Applicants should describe in their application how they meet these criteria.

Applicants who have a disability and who meet the criteria will be shortlisted.

QUALIFICATIONS	Finance qualification such as AAT or equivalent is desirable, but not essential.
EXPERIENCE	Previous experience of working in a finance environment. Dealing with suppliers and customers is desirable, but not essential.
SKILLS & ABILITIES	<ul style="list-style-type: none"> ○ Attention to detail and ability to remain “solutions focused”. ○ Excellent interpersonal skills, use initiative and team approach to work. ○ Able to manage own time and meet deadlines. ○ Good standard of computer literacy including Excel and Finance systems such as iProc and Oracle.
KNOWLEDGE	Budget management, administration and monitoring of processes. A knowledge of property operations and capital programmes is desirable, but not essential.
VALUES & BEHAVIOURS	Open <ul style="list-style-type: none"> ○ Acting with integrity, honesty and transparency ○ Welcoming and expecting change and evolving technology ○ Working in new ways ○ Willing to learn ○ Working collaboratively and treating people fairly and with respect.