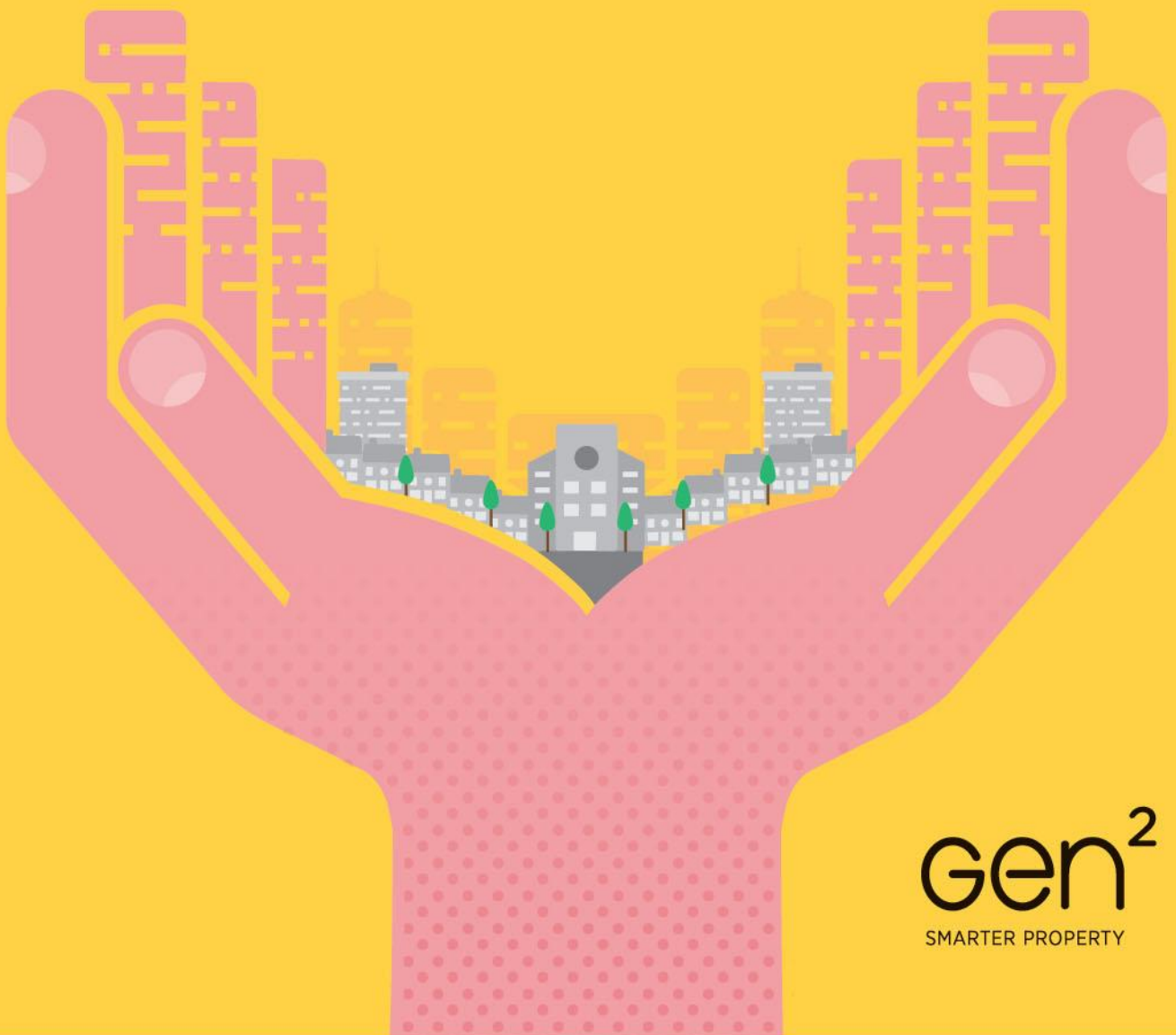


Property Expenditure Assistant

**INFORMATION, JOB DESCRIPTION &
PERSONAL SPECIFICATION**



Gen²
SMARTER PROPERTY

Property Expenditure Assistant

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 Assistant

Reporting to Property Expenditure Lead

Working in the Finance Team

Based at Maidstone, Kent

Salary from £21,500

Holiday allowance: 22 days

Company Pension

Flexible working practices

Purpose of the job

This role is to work with the Property Expenditure Lead in all aspects of financial management relating to expenditure. Including, assisting in the preparation of budgets, reports, 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. Investigate and resolve anomalies such that financial information is up to date and robust.
2. Be the day to day operator for the Oracle ordering system 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, preparing standard and non-standard reports, cross checking data held on different systems to ensure accuracy and developing new systems to meet information needs in order to provide accurate and reliable information, on which management decisions can be made.
4. Provide comprehensive and up to date supporting financial information to the Property Expenditure Lead to allow them to discharge their duties effectively – this will include information relating to preparation of financial strategy, budgets, forecasting, reporting, invoicing, spend analysis, payments and confirmation of goods / service 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. Facilitate timely and accurate reporting of input data from the wider team – including utilizing project management tools where appropriate to track and chase outstanding actions. Working with Project Managers, Estates and FM Technical experts to resolve issues and support them to manage budgets.
7. Assist with the training and supervision of any staff involved in the expenditure of the Property business, in order to promote consistent levels of quality, efficiency and timeliness of this function. Manage workloads using efficient systems and processes to ensure workflow within the team.
8. 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	<ul style="list-style-type: none"> ○ Finance qualification or working towards AAT or equivalent desirable but not essential.
EXPERIENCE	<ul style="list-style-type: none"> ○ Budget management, administration and monitoring processes. ○ Knowledge of property management or capital projects desirable but not essential.
SKILLS & ABILITIES	<ul style="list-style-type: none"> ○ Attention to detail and ability to remain “solutions focussed “. ○ Excellent interpersonal skills, use initiative and team approach to work. ○ Able to manage own time and meet deadlines. ○ Excellent standard of computer literacy including Excel and Finance systems such as Oracle.
KNOWLEDGE	<ul style="list-style-type: none"> ○ Previous experience of working in a finance environment. ○ Dealing with suppliers and customers.

<p>VALUES & BEHAVIOURS</p>	<p>Open</p> <p>Acting with integrity, honesty and transparency; healthy attitude to risk; welcoming and expecting change and evolving technology; working in new ways; willing to learn; working collaboratively; treating people fairly and with respect.</p> <p>Invite Contribution and Challenge</p> <p>Working innovatively to find new solutions that put the interests and wellbeing of customers first; open to challenge and actively encouraging and expecting contribution.</p> <p>Accountable</p> <p>Self-sufficient, taking personal and professional responsibility for actions; looking for ways to save money; looking for commercial opportunities, outcome focused.</p> <p>PROFESSIONAL</p> <p>Employees are expected to maintain the highest professional and ethical standards.</p> <p>COMMERCIAL</p> <p>Employees should provide optimum financial outcomes for our clients.</p> <p>COLLABORATIVE</p> <p>Employees work with clients to achieve success.</p> <p>INNOVATIVE</p> <p>Employees deliver smarter property solutions.</p>
---------------------------------------	--

