



Job Description

Role title	Team Assistant (Treasury)	Directorate	Finance & Resources
Level	9	Department	Treasury & Risk

Accountable to	Treasury Manager (1)
Accountable for:	Financial: No specific budget responsibility People: No direct reports

Job purpose: To provide a full range of administrative and support services, ranging from moderate to complex, to facilitate the effective and efficient operation of the team/department.

Principal accountabilities:

1	Assist others in the department to ensure efficient and effective administrative practices, and resolve administrative and other queries related to the work of the department.
2	Intercept and screen telephone calls, emails and written correspondence, dealing with, or redirecting enquiries to the appropriate areas, as necessary.
3	Arrange, and attend or represent unit/supervisor at meetings, including preparing papers, booking rooms, and taking notes.
4	Booking appointments, updating calendars and arranging travel and accommodation as required.
5	Liaison with members of staff in other departments and external contacts / customers, in relation to the team/department's area of work.
6	Develop and maintain administrative and office systems, databases and spreadsheets, as required.
7	Provide guidance and interpretation on relevant policies, procedures, and regulations.
8	Assist in, and in some cases lead on the implementation of continuous improvement of business and administrative processes relevant to the working area.
9	Order and maintain stationery and equipment supplies, ensuring purchase orders are raised in accordance with procedures, and other financial systems are updated where required.
10	Undertake administrative treasury takes such as processing invoices, preparing bank mandates and CHAPS payments, and raising purchase orders
11	Support our property charging team in a wide range of activities, including for example: updating our asset register; maintaining records held in anticipation of

	property charging; obtaining grant histories and tenancies for assets we plan to charge; following up with Local Authorities where information is delayed; mail merging and posting letters to residents ahead of security valuations.
12	Provide project support to the team and to lead on administrative projects as required.
13	No role profile can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time, which are broadly consistent with those described.
<u>Relationships:</u>	
Key relationships for this role will be the treasury team of six which they will support. Amongst those it is anticipated the Property Charging Coordinator and Property Charging Assistant will most frequently require support.	
<u>Person specification:</u>	
<ul style="list-style-type: none"> • Excellent attention to detail • Appetite for a wide range of work • Eager to deliver an excellent service to colleagues 	
<u>Knowledge, skills and abilities:</u>	
1	<p><i>Knowledge/Experience</i></p> <ul style="list-style-type: none"> • Experience of treasury administration would be an advantage but is not a prerequisite for taking on this role • Experience of social housing would be an advantage but is not a prerequisite for taking on this role • Knowledge of modern business administration is essential
2	<p><i>Skills</i></p> <ul style="list-style-type: none"> • Computer skills sufficient to operate on-line system and complex software or develop formulas for moderately sophisticated spreadsheets. • Ability to use a variety of software packages to produce correspondence and documents, and maintain presentations, spreadsheets and databases; • Oral and written communication skills sufficient to interpret and apply policies and procedures and to resolve problems, and to present a professional approach to all customers and stakeholders.
3	<p><i>Abilities</i></p> <ul style="list-style-type: none"> • Methodical and can prioritize work in order to meet deadlines • Able to work calmly under pressure and with minimum supervision • Able to work productively with other departments • Able to use a variety of software packages to produce presentations, spreadsheets and databases • A 'can do' proactive approach to problem solving • Self-motivated with appetite to take on a wide range of challenges • Comfortable with changing priorities to suit business need • Able to build strong relationships with colleague in all Optivo departments
4	<p><i>Behavioural competencies</i></p> <ul style="list-style-type: none"> • Willing to mix with other teams and build relationships around the business • Sensitive to the needs of team members

Further relevant information

Travel between sites will be a requirement for this role.

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity, Procurement, Data Quality & Assurance, Safeguarding, Value for money.

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