**Financial Transactions Administrator (Ref PI025 / 30205 / 30207 / 30208)**

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| **Police Staff****Financial Transactions Administrator****Finance****Role Definition:PI025 / 30205 / 30207 / 30208** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Finance  | http://domcms/icons/ecblank.gif | Section: | Payroll & Pensions / Procurement Officer / Revenue & Payment  |
| Post Title: | Financial Transactions Administrator  | http://domcms/icons/ecblank.gif | Post Reference: | PI025 / 30205 / 30207 / 30208  |
| Post Grade: | Grade B   | http://domcms/icons/ecblank.gif | Location: | Forth Banks  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Various |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Provide a range of administrative and support services to effectively and efficiently support the operational work and business planning within Finance |

**Key Responsibilities:-**

**1. Provide a range of Purchasing, Finance and other transactional and administrative support services to effectively and efficiently support frontline and service departments.**

**2. Undertake transactions on behalf of customers from all Area Commands and Departments ensuring effective and timely processing in accordance with force procedures and agreed service level agreements.**

**3. Operate and maintain force and local systems, accurately updating records, retrieving and storing data to provide a comprehensive transactional service.**

**4. Provide a document maintenance and creation service, using a full range of desktop functions to support the work of Finance Department.**

**5. Provide a customer service, processing enquiries, providing and receiving information, or redirecting to relevant staff to ensure effective and timely completion of transactions and customer satisfaction.**

**6. Liaise with internal and external service providers and agencies to ensure a seamless and timely service is delivered to customers.**

**7. Contribute to the general administration of Finance Department in order to maintain an effective and efficient service.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**