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| Role Title: Property and Facilities Administrator (All Sites) | | Date: 2025 |  |
| Role Code: Band = C | | Business Unit: Property and Facilities |  |
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| **Role** | **Day to Day Activities** | **Knowledge and Experience** | **Capabilities** |
| **Function Purpose**  This role holds accountability for all financial administration and facilities support to the Property and Facilities Management team. Key focus includes driving the business towards optimisation of spend and value.  **Role Dimension (Financial/Non-financial):**  **Financial**   * Responsible for ensuring quotes, purchase order requests, invoices and bills are processed in line with standards. * Record and monitor all OpEx and CapEx spend in relation to the departments cost centre data. * Budgetary support of OpEx and CapEx. * Identify & prioritise areas of spend in line with department budget. * Monthly reporting of all financial information to internal Finance business partners and Head Office in line with month end reporting processes. * Regular reporting of services in line with KPI’s of each 3rd party supplier. * Maintain database of all contracts, facilities and property information. * Support the department as directed.   **Reports to:**  Head of Property & Facilities/Facilities Manager  **Relationships:**  All colleagues, clients and stakeholders,  Third Party contractors and suppliers to the RAC | * Process all facilities related spend activity including invoices, PO’s and receipts for payment using the Agresso software system and record all financial information via excel workbooks. * Maintain an overview of site budgets in accordance with the RAC financial management processes. Work with the team to identify areas of spend for annual busgets. * Support the FM team with all project related activity including financial, administration and coordination. * Support the FM team with all H&S, risk and compliance related activity including auditing, reporting and follow up actions required to remain compliance. * Support the FM Management team with operational day to day requests in relation to Property Management and Facilities Management such as rates requests, lease management, utilities and supplier management. * Support with the review and implementation of all company policies relating to Property & Facilities Management and associated departments. Sharing information with third party suppliers and creating processes and procedures to support the policies. * Support in the preparation of` proposals, presentations and reports. * Assist and promote with our company Environmental and Sustainable goals. Supporting audits for our environmental memberships and affiliations. * Maintain the library of files and folders (hard and soft copies) of all Property & Facilities related documentation. * Maintain and update the department intranet pages as required. | **Skills/Knowledge/Experience**   * Previous experience of working with Facilities Management environment ideal but not essential. * Experience of liaising with external parties to support communication with suppliers, agents and contractors. * Excellent organisation and time management skills. * Experience in using finance software preferred. * Excellent communication skills both written and verbal. * Intermediate level skills in Excel, Word, and PowerPoint. * Overview of project management, preferred. * Able to articulate and analyse data to present in a reporting format. * Able to assimilate information and share findings. * Able to Accurately present and communicate information.   **Personal Attributes:**   * Able to communicate at all levels. * Positive, Proactive & ‘can do’ attitude. * Good customer service skills with a willingness to go above and beyond to exceed expectation. * Sound organisational methodology and approach to work.   **Qualifications/FCA:**   * IOSH or NEBOSH preferred but not essential * Opportunity to learn and obtain a BIFM Membership (or equivalent) | **Capabilities/Strengths:**  Core competencies:  Achievement Drive Level 3  Building Relationships Level 3  Commercial Awareness Level 2  Continuous Improvement Level 3  Customer Focus Level 3  Developing Self & Others Level 2  Interpersonal & Influencing Skills Level 2  Judgement & Decision-Making Level 2  Team Working Level 3 |

