

**Job Description**

**Job Title:** Business Support Assistant

**Salary Grade:** Grade 1

**SCP:** 3-4

**Job Family:** Business Support

**Job Ref No:**

**Work Environment:** Office Based/Agile

**Reports to:** Business Support Operational Manager

**Number of Reports:** N/A

**Purpose:**

To provide Business Support within the Council in accordance with developed systems, statutory procedures, legislation, corporate standards and policies.

Some transactional functions will be required, for example, dealing with petty cash or inputting financial data for service areas.

May be required to work in a variety of locations covering different functions as required by the Business Support Operational Manager.

**Key Responsibilities:**

* Categorise and organise activities in line with the priorities provided by the Business Support Officer or Operational Manager.
* Provide a range of clerical or financial functions to support the delivery of council services.
* Identify, collect, verify, collate and categorise basic information or data for use by others.
* Input and amend data including financial information, records and reports using automated software or standard templates to meet data management and service monitoring requirements.
* Ensure personal compliance with all regulatory and policy guidelines.
* Provide basic information and support to clients, customers and employees to support the efficient and effective running of the service.
* Forward complex requests to the appropriate Business Support Officer or Operational Manager for clarification.
* Maintain relevant records as required by Council procedures and legislation.
* May be required to work in a variety of locations covering different function as required by the Business Support Operational Manager.
* Carry out duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* Comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.
* Comply with data protection principles in respecting the privacy of personal information held by the Council.
* Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council