

Job Description

Contracts & Compliance Officer

Role Profile	Business Support Grade 2/3/4 (BSG02/03/04)
Service/Team	ICT & Customer Support
Reports to	IT Cost Management Specialist
Responsible for	N/A
Number of posts	1
Post number	-
Career Grade	Career Grade E - G

My job improves the quality of life for the people of Bournemouth and Poole by...
Maintaining contracts data and ensuring the efficient and accurate reconciliation of payments.

Job Overview

Maintain and administer efficient contract and compliance administration processes and associated tasks on behalf of the Councils and customers. **Key Responsibilities**

- Support IT Management and Contracts & Compliance Specialists with administrative tasks which support operational objectives and priorities of the IT service
 - Reconciliation of invoices, proactively investigating whether the billing from suppliers is correct and managing records accordingly
 - Carry out activities to meet external and internal governance requirements for compliance and performance
 - Maintain accurate, meaningful and auditable data, and proactively assist in the production of costing or reporting that uses this data to recommend efficiencies
 - Provide effective support in the management of the Councils' mobile phone estate and similar functions including, where appropriate, project work
- Specific Qualifications and Experience**
- Administrative experience, ideally within an IT function, analysing and resolving issues
 - Previous experience of delivery in a role which requires a proactive and reactive approach

Personal Qualities & Attributes

- Ability to work on multiple activities at the same time whilst adhering to required quality and delivery standards
- Keen to learn, with a flexible approach to building skills and experience through a varied workload

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.