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| A | **Post Details** | | | |
|  | Job Title: | Revenue, Crime & Enforcement Administrative Support | Function: | Passenger Services |
|  | Location: | Ashford | Unique Post Number: |  |
|  | Reports To: | Team Organiser | Grade: | ASG |
| B | **Purpose of the Job** | | | |
|  | Reporting directly to the Team Organiser, facilitating for all accounting and administrative duties within Revenue, Crime & Enforcement department. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6 | Inputting, reviewing and auditing of all RPO/REO EPFN records.  Undertake reviewing and auditing of RPO/REO void ticket records.  Undertake routine administrative, office and other duties including note taking, filing and record keeping.  Process RSAS accreditation applications and renewals for all accredited staff within the department.  Work as directed by the Team Organiser to cover other members of the team during absences.  Implement and maintain a filing system suitable for the needs of the department and meeting HR guidelines. | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | Yes |  | No | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | **🗸** |
|  |  | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | |
|  | * None | | | | |
| E | **Decision making Authority** | | | | |
| E1 |  | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Working to tight deadlines to be able to produce the end of period reports and ensure all accountancy work meets the required standards outlined by PRAC. | | | | |

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| G | **Person Specification** | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | |
| G1 | Experience, Knowledge & Qualifications Good standard of education  Office accountancy and administration experience  Excellent computer skills and knowledge of Microsoft | | | | |
| G2 | Skills (including any specific safety critical competencies) Ability to work under pressure to set deadlines  Ability to take detailed notes from verbal meetings  Ability to produce detailed, accurate and thorough reports from numerical data | | | | |
| G3 | Behaviours Professional, honest and polite | | | | |
| G4 | **Other** | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | | Nil | | |
| H2 | Financial – Other: | | Yes | | |
| H3 | Staff Responsibilities – Direct: | | Nil | | |
| H4 | Staff Responsibilities – Other: | | Nil | | |
| H5 | Any Other Statistical Data: | | Yes | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |