

Job Description

Job Title	BSS Assistant		
Directorate or Region	EU Europe	Department/Country	Business Support Services Poland
Location of post	Warsaw, Poland	Pay Band	J
Reports to	BSS Co-ordinator-Admin	Duration of job	Fixed term

Purpose of job:

To assist in effective delivery of British Council business support services (Facilities, Finance and Human Resources) and to provide efficient administrative support to Country Director to meet internal customers' needs and support corporate objectives.

Context and environment: (e.g. dept description, region description, organogram)

The Poland operation includes Teaching Centres (Warsaw, Krakow & Wroclaw), Exams operation, grant funded projects, Global Shared Services teams (IT and Finance), as well as staff in regional and global posts.

There are 14 British Council Exams Centres around the country plus many opportunities for partnerships and partner funding.

The post is based in Warsaw and is part of Business Support Services Team, which provides services in areas of Facilities, Finance, Human Resources and IT.

Accountabilities, responsibilities and main duties:

(including people management and finance)

The main duties of the posts are:

1. Providing day to day administrative support to Business Support Services Team in Poland:

- delivering financial tasks: raising purchase orders, doing goods receipts, tracing status of PO, processing invoices, including bulk invoices, preparing FI journals when necessary;
- ordering goods for BSS team: stationary, cleaning materials, monitoring usage, etc.;
- making travel and hotel bookings for BSS managers;
- conducting inventory checks in Warsaw offices;
- keeping up-to-date registers of the entry cards, lockers, etc
- monitoring proper operation of the desk booking system;
- archive company daily operations assistance;
- keeping record of postal imprest;
- ordering goods paid with DPC, reconciliation of the monthly statement;
- providing assistance during trainings organised by the Facilities Team.

2. Providing administrative support to Country Director and global and regional posts

- all travel/logistics arrangements for Country Director,
- to sort out incoming posts for Country Director
- preparation of Purchase Orders for regional & global posts, excluding GIS.

3. Providing administrative support during some regional and local events (guests' accomodation, catering, venue, transport)

Key Relationships: *(include internal and external)*

Internal customers:

- local/regional/global staff based in Warsaw & Krakow
- Global Shared Services teams

British Council suppliers

Other important features or requirements of the job

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

Please specify any passport/visa and/or nationality requirement.

Right to work in Poland

Please indicate if any security or legal checks are required for this role.

N/A

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Connecting with others Level: Essential</p> <p><i>Making regular opportunities to understand others better</i></p> <p>Creating shared purpose Level: Essential</p> <p><i>Communicating an engaging picture of how we can work together</i></p> <p>Working together Level: Essential</p> <p><i>Establishing a genuinely common goal with others</i></p> <p>Making it happen Level: Essential</p> <p><i>Delivering clear results for the British Council</i></p> <p>Being accountable Level: Essential</p> <p><i>Delivering my best work in order to meet my commitments</i></p>		<p>Not assessed during Interview</p> <p>Not assessed during Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
Skills and Knowledge	<p>Planning and organising level 1 Able to plan own work over short timescales for routine or familiar tasks and processes.</p> <p>Communicating and influencing Level 1 Listens to others and expresses self clearly, with awareness of a diverse audience in speaking and writing</p> <p>Using technology (Level 1 - Operates as a basic</p>		<p>Short listing & interview</p>

	user of information systems, digital and office technology	Managing finance and resources Level 1 Uses resources efficiently in own role and complies with financial rules and procedures	
Experience	Customer Service Working experience in an international organisation		Short listing
Qualifications			

Submitted by	Ewa Wiecińska	Date	6 September 2019
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