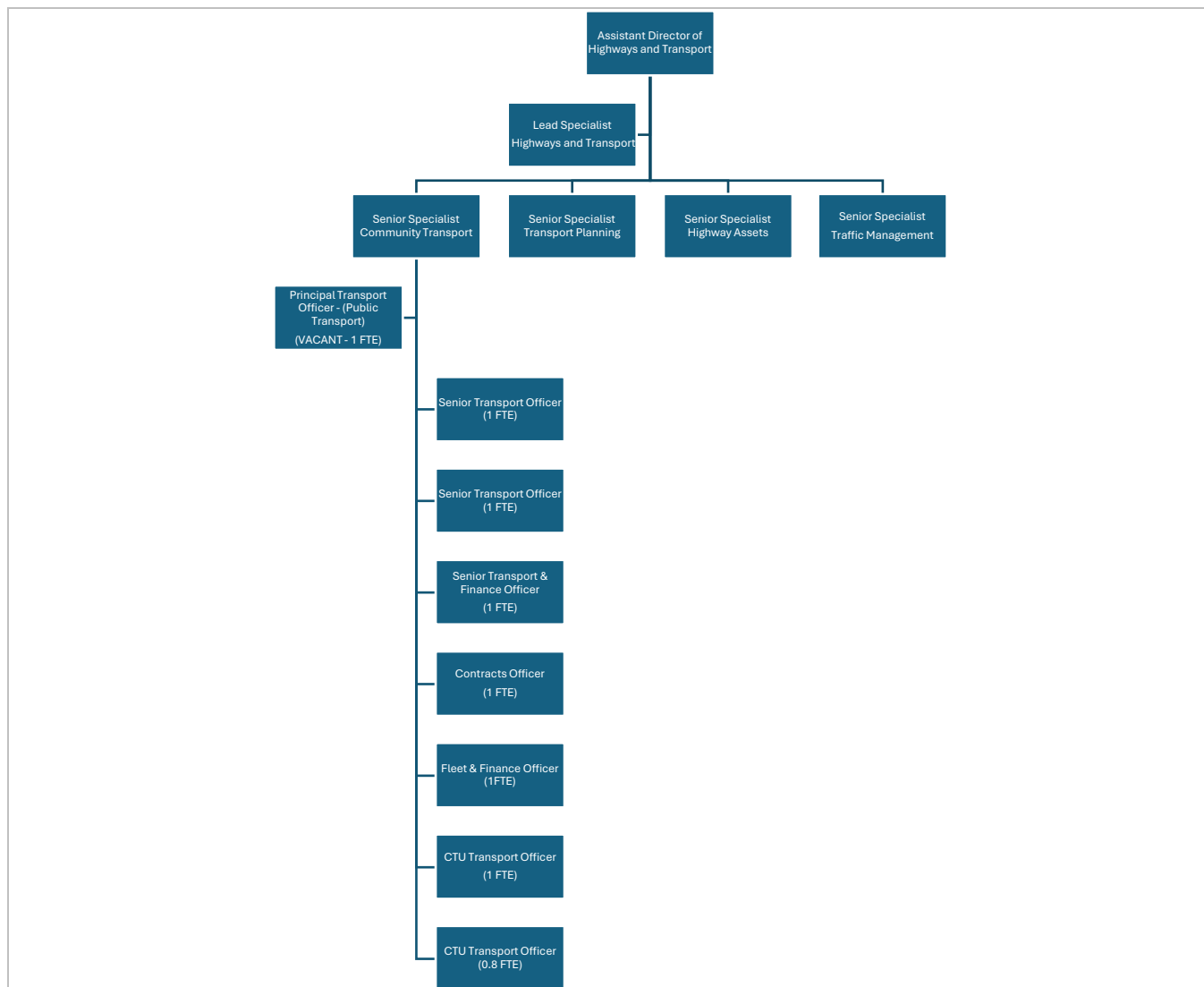
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			713139
Job Title	Fleet & Finance Officer		
Service	Network Management & Transport	Team	Community Transport Unit
Location	Shute End / Homeworking		
Reports to	Rebecca Brooks – Community Transport Manager		
Responsible for	None		
Grade	Type of position: Fleet & Finance Officer		Date: Jan 2025
6	Full Time / Permanent		
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<p style="text-align: center;"><u>Service Purpose</u></p>			
<p>The service provides a range of integrated transport, parking and civil enforcement services across the borough. As part of the Highways and Transport the team plans, develops and improves the existing road network with a view to managing traffic, reducing congestion, controlling parking, promoting sustainable travel option and public transport and improving road safety for the benefit of all users the highway and our borough's residents, businesses and visitors. The team also provided for the transport needs of our school children, SEND and vulnerable adults.</p>			
<p style="text-align: center;"><u>Purpose of the role</u></p>			
<p>To support the team by processing the finance for all areas of operational transport. Keeping accurate and up to date records of all finances relating to Home to School transport, Adult Social Care transport, Public Transport and Community & Volunteer transport. Processing applications for personal transport budgets and spare seats on commissioned school coaches.</p> <p>Pulling together key data for the team from Council databases to show key trends in travel patterns and costs of transport for each area.</p> <p>To administer and manage the Council's fleet vehicles, which includes purchased vehicles, leased vehicles and any hired vehicles as required. To be responsible for the administration of fuel cards, the raising and receipting of POs, overseeing the purchase, lease and hire of all council fleet vehicles and the overseeing of the Council's fleet management contract to ensure all repairs, servicing, MOTs, inspections as and when required.</p>			

<u>Main Accountabilities</u>	
1	Recording all finance information accurately on spreadsheets and providing this information to Children's services and Adult Social Care.
2	Raising POs, checking invoices and receipting POs for all transport services. Liaising with schools, operators, and parents where necessary. All PO's raised to be justified to budget managers for Children's Services, Adult Social Care and public transport.
3	Setting up and administrating personal transport budgets and spare seats on school coaches (previously known as fare paying seats).
4	Answering day to day queries from parents / schools / transport operators / partners in relation to fleet and transport finance – this maybe over the telephone or via e-mail
5	Provide key data, and analysis/interpretation of data, to Finance, Children's Services, Adult Social Care and public transport teams on transport trends and costs. This involves attending meetings with the Senior Transport Officer, inputting into a quarterly/annual report and explaining data verbally to internal stakeholders.
6	Supporting the Senior Transport & Finance Officer with data and finance related tasks, which may include but not be limited to inputting into a quarterly/annual report, explaining data to internal stakeholders and responding to freedom of Information requests and professional surveys.
7	Being responsible for management of the Council's fleet which may include purchased, hired and leased vehicles ranging from minibuses to small vans and cars. Being responsible for the raising and receipting of POs in relation to fleet and the administration of fuel cards. Ensuring fleet lists are kept up to date with all vehicle details, expiry dates, inspection dates and key contacts.
8	Being responsible for managing the fleet maintenance contract (currently with Northgate) and liaising with relevant departments on vehicle servicing, inspections, MOTs, tax and any repairs.
9	Supporting the Community Transport Manager and Senior Transport Officers with the procurement of any contracts required in relation to the Council's fleet. Overseeing the delivery and return of lease vehicles as required.
10	Advising the Community Transport Manager of any regulations and legislation in relation to fleet. Providing advice and inputting into any policy revisions around Council fleet. Advising internal departments (including schools and care centers) on the Council's policy for purchasing / leasing vehicles / hiring vehicles.

Supervision Received	<p>From Senior Transport Officers – mentoring on general finance activities, processes and policies, with the post holder expected to undertake most of the role independently.</p> <p>From Community Transport Manager – general supervision, coaching and mentoring in relation to the role</p>
Supervision Given	None
Contacts & Working Relationships	<p>Internal – Accounts Receivable & Accounts Payable. Finance Team, Childrens Services and Adult Social Care. Children’s Social Care (e.g. Brambleside) several times monthly with regards to individual cases where transport is required and advising on next steps. Parking Manager monthly for Park & Ride Data.</p> <p>External - Transport Operators, Schools, Parents and Carers, Care Homes, Other Local Authorities, Fleet, Lease & Hire Companies, Fleet Maintenance Companies (currently Northgate), repair and service partners.</p>
Management of resources or budget	<p>There would be no budget responsibility.</p> <p>Budgets predominately sit in Children Services and Adult Social Care. The role is to support the administration and monitoring of these budgets. The Community Transport Manager holds the public transport, community transport and volunteer transport budgets, which the role will be expected to support the administration and monitoring of. Fleet budgets are held by the relevant departments which require the fleet.</p>
Special Factors	None

Organisation Chart

--



Person Specification		
Qualifications	Essential	Desirable
	A'levels. Relevant experience of working with finance, data transport or local government related role.	A'level or equivalent in Maths or a related subject
		Fleet Management Qualification
Technical Skills.	Essential	Desirable
	Good IT skills including working with Microsoft Word, Outlook, Power Point and Excel	Microsoft Power BI, Business World On

	<p>Good written and verbal communication skills and able to able to tailor communications to meet the needs of the audience.</p> <p>Ability to extract and assess important information from policy document and spreadsheets.</p> <p>Ability to interrogate and analyse data and information to explain reasons for trends and variations.</p>	
Knowledge	Essential	Desirable
		Working knowledge of the legislative frameworks surrounding the area of fleet and procurement.
Experience	Essential	Desirable
	<p>Experience of working with finance or related data.</p> <p>Experience of communicating with customers / clients/ residents or colleagues.</p> <p>Experience of keeping accurate and up to date records.</p>	<p>Experience of managing a small fleet of vehicles.</p> <p>Experience of procurement.</p>
Completed by:	Rebecca Brooks	Date: January 2025