



Job Description

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.

Post Details	
Job Title	Commercial & Finance Support Co-ordinator
Service	Finance
Team	Commercialisation
Location	Hybrid working
Reports to	Head of Commercialisation & Finance Support
Responsible for	None
Grade	5
Contract Type	Permanent
Hours	Full Time

Main Accountabilities	
1.	Forward Planning & Meeting Logistics- Maintain and update forward plans for the management team and wider leadership groups, including scheduling meetings, booking rooms, and arranging necessary equipment and resources
2.	Management Team Meeting Support- Prepare agendas (based on items provided), circulate papers in advance, and ensure timely reminders to attendees. Record meeting actions, update trackers, and follow up on outstanding items.
3.	Action Tracking & Escalation- Monitor progress on agreed actions from meetings, chase updates from responsible parties, and escalate unresolved issues to the appropriate level.
4.	Ad Hoc Administrative & Data Tasks- Coordinate purchase orders, consolidate internal and external returns, and manage corporate documentation requests (e.g., service plans, health & safety reports, service satisfaction data, finance hub information). Support development and consolidation of data and insights as required.
5.	Complex Meeting Arrangements- Organize occasional large or complex meetings involving multiple stakeholders, ensuring diary coordination, room bookings, and logistical arrangements.
6.	Weekly Planning & Coordination- Participate in a weekly catch-up with the Head of Commercialisation and Finance Support to review priorities, plan next steps, and confirm agenda requirements.
7.	Communication & Cover- Act as a point of contact during periods of absence for basic queries and information routing, ensuring continuity of communication where necessary.
8.	Continuous Improvement & Flexibility- Support process improvements in administrative and reporting tasks, adapting to changing priorities and providing assistance on other commercial or finance-related activities as required.





Person Specification	Essential	Desirable
Education/Qualifications	GCSEs (or equivalent) in English and Maths. Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint)	A-levels or equivalent qualification. Business administration or finance-related certification (e.g., Level 3 NVQ, AAT Foundation).
Experience	Experience providing administrative support in a busy office environment. Experience in scheduling meetings, managing diaries, and coordinating logistics. Experience in tracking actions and maintaining accurate records	Experience supporting senior management teams. Experience handling financial processes such as purchase orders or budget tracking. Experience consolidating data and producing reports or insights. Commercial or project management experience
Skills/Knowledge	Strong organisational and time-management skills with ability to prioritise competing tasks. Excellent written and verbal communication skills. Ability to use spreadsheets for data consolidation and reporting. Knowledge of meeting protocols and document management	Understanding of corporate governance requirements / local government experience desirable (e.g., service plans, health & safety compliance). Familiarity with finance systems or procurement processes. Ability to analyse data and present findings clearly
Behaviours/Attributes	Proactive and solution-focused approach to problem-solving. High attention to detail and accuracy. Ability to work collaboratively and build positive relationships across teams. Discreet and professional when handling sensitive information.	Adaptable to changing priorities and comfortable working in a dynamic environment. Commitment to continuous improvement and willingness to learn new skills

Purpose Details	
Service Purpose	This role works in the resources & assets service.
Role Purpose	The Commercial and Finance Support Officer provides vital administrative and coordination support to the Service Director, Commercialisation and Finance Support teams, and the wider finance management group. The role ensures smooth operational delivery by managing meeting logistics, tracking actions, and supporting financial and commercial processes. Acting as a central point for scheduling, communication, and





	data consolidation, the postholder enables informed decision-making and contributes to continuous improvement across commercial and finance activities.
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Supervision and Relationships	
Supervision Received	Line Management provided by the Head of Commercialisation & Finance Support
Supervision Given	No supervision responsibility
Contacts	Senior Wokingham Borough Council Staff / CLT / Councillors - Where appropriate Expected to work across the broader regional/national community with an interest in commercialisation within the public sector.

Resources/Budget Management
No budget responsibilities

Special Requirements
Ability to travel to a variety of locations in borough, politically restricted post.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N





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Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid, Office and Home working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N





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Disclosure and Barring Service (DBS)		Details
DBS Requirement		N/A
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	04/12/2025
Evaluated by:	Gemma Plowright, Head of Commercialisation & Finance Support

