

Job Specification

Technical Support Administrator



Location

Market Harborough

(Hybrid working – minimum 40% in office)

Job Type

Full-time, Permanent (flexible working available)

Salary

£24,700 - £26,000 pa

Benefits

Click [here](#) to see some of our employee benefits

About Us

We are experts in the natural and historic environment, creative landscape designers and resourceful planners. We help shape and manage sustainable, successful places in both urban and rural environments.

Since its establishment in 1997, TEP's focus has been on supporting sustainable development by conserving and enhancing the natural and built environment.

We deliver valuable environmental advice through our core specialisms: Arboriculture, Ecology, Environmental Planning, Green and Blue Infrastructure, GeoSpatial Analysis, Historic Environment and Archaeology, Landscape Design and Landscape Management.

We have great clients in many sectors, including private developers, government agencies, local authorities and charitable trusts.

With over 150 staff dedicated to providing a high-quality and personal service across our five offices, we are ideally placed to support projects nationwide.

Our company values are Forward-Looking, Responsible, Enterprising, Supportive, Honest and Passionate. They are not only applicable to our projects but also underpin how we approach professional development.

For more information on the type of work we do, visit: www.tep.uk.com/projects

To Apply

Please apply via the [TEP website](#) or send your CV and cover letter to recruitment@tep.uk.com

Please note that we will always acknowledge each application. If you have not received an email response within 3 working days, please contact recruitment@tep.uk.com

Following review of the applications, a short list of candidates will be contacted for interview.

We are only able to consider candidates already eligible to work in the UK.

If you would like to discuss the position, or support with the application process please do not hesitate to contact recruitment@tep.uk.com and we will arrange for an appropriate manager to call you.

To keep up to date with news from TEP, follow us on our social media:

 [LinkedIn](#)  [X](#)  [Facebook](#)  [Instagram](#)

The Opportunity

About the Role

To provide support to colleagues whilst gaining experience and assisting in the delivery of tasks to support the successful delivery of the Homes England Non-Commercial Property Management Framework (NPMF).

What you'll be doing

- Preparation of annual budget forecasts for consultancy fees and sub-contractor works, across a portfolio of site-level budgets, working alongside site managers.
- Ongoing budget monitoring including reconciling actual vs forecast spend, identification of variances and early raising of concerns and supporting site managers in the management of their site-level budgets.
- Preparation and issue of monthly and ad-hoc budget updates to clients, providing commentary to support the figures where required.
- Data input and management, including the use of bespoke database systems.
- Taking minutes at meetings.
- Assisting with wider project and business tasks.

What we are looking for

- Excellent administrative skills with methodical and accurate approach to all tasks.
- Able to deliver to a deadline, working under pressure at times.
- Can produce reports in a timely manner and has the ability to prioritise their workload.
- Has an understanding of invoicing procedures and the importance of accounting timeframes.

Why join us?

- We are a purpose-driven organisation committed to sustainability, compliance, and responsible property management;
- You would be part of a supportive, knowledgeable team that values collaboration, professional growth, and high standards; and
- Excellent benefits and investment in health and wellbeing.

If you're passionate about making a difference and want to be part of a forward-thinking team, we'd love to hear from you!

Competencies

- ❖ Strong verbal and written communication skills to liaise effectively with internal teams and clients.
- ❖ Proficient in Microsoft Office (Word, Excel and Outlook).
- ❖ Proactive approach to teamwork and independent tasks.
- ❖ Willingness to adapt and respond to changing procedures.
- ❖ Manage time effectively and communicate progress on tasks and projects to others.
- ❖ Demonstrate the ability to follow instructions and to provide feedback.

Behaviour

- ❖ Demonstrate a commitment to equality, diversity and environmental responsibility.
- ❖ Convey a positive attitude to colleagues and clients.
- ❖ Work in accordance with TEP's mission and core values.
- ❖ Demonstrate enthusiasm as a member of a team looking to assist in whatever way possible.
- ❖ Support TEP's Business Plan through positive contributions and proactive engagement.
- ❖ Have an awareness of TEP's services and how they can be used to address client's requirements.
- ❖ Be willing to undertake relevant training and maintain accurate training and CPD records in the relevant format.
- ❖ Comply with TEP's H&S Management System in all activities.