

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Administrative Assistant	<b>Director/Service/Sector</b> Finance Group/ Financial Services/ Cashiers and Income Management		<b>Office Use</b>
<b>Band:</b> 3	<b>Workplace:</b>		<b>JE ref:</b> 25 <b>HRMS ref:</b>
<b>Responsible to:</b> Section Head / Senior Assistants	<b>Date:</b> November 2008	<b>Manager Level:</b>	
<b>Job Purpose:</b> To provide administrative support to the various functions of the Cashiers and Income Management Section.			
<b>Resources</b>	Staff	None	
	Finance	None	
	Physical	Office equipment	
	Clients	Service managers for the correct allocation of income and banking services, people paying money in and requiring counter services.	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Carry out approved procedures that ensure the timely and accurate treatment of income so that effective cash management and budget monitoring can be maintained.</li> <li>2. Process the timely and accurate production of cheques/BACS payments to Creditors ensuring that correct controls are maintained.</li> <li>3. Ensure the timely and accurate issue of employees pay advices</li> <li>4. Perform suspense account reconciliations on a monthly basis using in house ICT systems.</li> <li>5. Provide a petty cash service to various council departments that is accurate and controlled.</li> <li>6. Process the reimbursement of schools local accounts in a prompt and accurate manner thereby ensuring schools can effectively manage local spending.</li> <li>7. Process schools schedules of collections ensuring correct banking is made relative to schedule and taking corrective action when appropriate. Ensure all transactions are reconciled to the Cash Management module.</li> <li>8. Initiate/Verify high value on-line bank transfers/CHAPS payments using Financial Director.</li> <li>9. Maintain an unpaid cheque database, liaising with departments and schools advising on corrective action to be taken.</li> <li>10. Assist in the ordering and control of stationery for the section.</li> <li>11. Provide counter services to both internal and external customers primarily relating to the receipt of monies.</li> <li>12. Set up and maintain Imprest and nursing home accounts including the update of signatories and account balances.</li> <li>13. Assist in the post opening and distribution procedures for the Directorate,</li> <li>14. Contribute fully towards a team-working environment for the provision of the New Council's Cashiers and Income Management Service.</li> </ol> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
<b>Work Arrangements</b>			
Transport requirements:	None		
Working patterns:	Flexible		
Working conditions:			

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**PERSON SPECIFICATION**

<b>Post Title:</b> Administrative Assistant	<b>Director/Service/Sector</b> Finance Group/ Financial Services/ Cashiers and Income Management	Ref: 25
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>A minimum of 5 GCSE's, or equivalent, at grade C or above, including Mathematics and English or three years relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Any general business related qualification</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of computerised systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of clerical support within a financial environment in a similar large and complex organisation</li> <li>Experience of working in a secure environment</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Good IT skills</li> <li>Good written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Oracle E Business Suite modules</li> </ul>	
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Ability to meet tight timescales and deadlines</li> <li>Able to deal confidently with a full range of requests and respond in a mature and courteous manner in sometimes difficult situations</li> <li>Ability to work to a strict timetable and to a high level of accuracy</li> <li>Ability to work on own initiative</li> <li>Able to cope with the physical requirements of the post, such as assisting with counter services and moving heavy items.</li> </ul>		
<b>Other</b>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits