

TYNE COMMUNITY LEARNING TRUST

TASK LIST **(to support generic job description)**

Job Title:	Admin/Clerical Officer/Assistant (Level 3)
Job Description Number:	SG3
Pay Band/Point:	Band 3
Purpose of the Role (taken from job description):	Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the Trust central team. Assist with the planning and development of support services.
Expected Tasks	
Reference to Task in Job Description	Task Detail
Administration 1& Resources 1	Process orders, invoices etc from all Trust Schools and manage the central finance mailbox to ensure all matters are followed up. Scan and link documents in the finance system
Administration 2	Process journal requests and run reports for schools as required
Administration 3	Prepare letters and reports for CEO, COO and Trust Chair as requested
Administration 4 and 5	Organise meetings, travel bookings and other tasks as requested for CEO, COO and Trust Chair
Administration 6 and 7	Issue orders to suppliers, liaise with schools when invoices are received
Administration 8	Process the payroll invoices for the Trust
Resources 4 and 5	Help source suppliers for Trust schools, undertake financial checks on new suppliers, obtain quotes as advised by the Finance Manager or COO
Resources 8 to 10	Ensure month end and year end processes are undertaken to ensure income and expenditure is processed accurately and in the correct period. Prepare information for audit as requested
Confirmation and Signature	
I confirm that the above has been discussed and agreed between the Tyne Community Learning Trust and [Insert the name of the employee] .	
..... Employee Date
..... Line Manger Date