



## Job Description

- POST:** Clerical Officer  
Initially for 1 year.
- LOCATION:** Speedwell Trust Offices, Parkanaur Forest Park, Dungannon.
- HOURS:** 7 hrs Per Week, with the possibility of extension (to be worked flexibly)
- RATE OF PAY:** £7.90 per hr
- RESPONSIBLE TO:** Strategic Development Officer
- JOB PURPOSE:** To provide administrative, clerical, and secretarial support to the, Strategic Development Officer and Staff.

### MAIN DUTIES AND RESPONSIBILITIES:

- 1. General Administrative Processes and Records:**
  - 1.1. Operate manual and/or computerised information systems in connect with bookings, staff, budgets etc.
  - 1.2. Complete and submit all returns/records as required.
  - 1.3. Operate requisitioning procedures including the ordering, purchasing, receiving, checking, storage and distribution of resources.
  - 1.4. Undertake all filing duties and safe storage of records/data.
  
- 2. Finance:**
  - 2.1. Receive, receipt and account for all finances including sales and computerised finance systems.
  - 2.2. Bank monies and maintain banking records, including completion of financial analysis and bank reconciliations for all Speedwell's projects.
  - 2.3. Communicate with relevant personnel and provide assistance in relation to financial procedures.
  - 2.4. Payment of creditors' accounts using online banking.
  
- 3. Reception, Secretarial and Secretariat:**

- 3.1. Operate the telephone, receive visitors, and provide hospitality as required.
  - 3.2. Provide word processing/typing, filing, duplication and photocopying in support of administrative processes, including the use of email and internet facilities, where appropriate.
  - 3.3. Update the Website
  - 3.4. Ensure the secure storage of valuable items and confidential documentation.
  - 3.5. Maintain diaries, arrange appointments, meetings, and provide a secretarial service for all staff.
- 4. Other Duties:**
- 4.1. Such other duties as may be assigned within the level of the post.