CLONARD MONAASTERY YOUTH CENTRE

Job Description

**POST:** Clerical Officer

This post is temporary until 31st March 2017

**LOCATION:** Clonard Monastery Youth Centre

**HOURS:** 12.5hrs Per Week

**RATE OF PAY:** £7.73 Per Week

**RESPOSIBLE TO:** Senior Youth Worker

**JOB PURPOSE:** To provide administrative, clerical, and secretarial support to the Centre Based worker, Centre Staff and Management Committee.

MAIN DUTIES AND RESPONSIBILITIES:

**1. General Administrative Processes and Records:**

1.1. Operate manual and/or computerised information systems in connect with members, staff, budgets, maintenance, care, recruitment, transport 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 requisitioning and computerised finance systems.

2.2. Bank monies and maintain banking records, including completion of financial analysis and bank reconciliations.

2.3. Communicate with relevant personnel and provide assistance in relation to financial procedures.

2.4. Payment of creditors' accounts.

2.5. Administer P.A.Y.E. and Salaries/Wages of Staff team.

**3. Reception, Secretarial and Secretariat:**

3.1. Operate the telephone/switchboard, 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. Recording outgoing mail.

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 within the Centre.

3.6. Service Management Committee meeting and draft minutes as required.

3.7. The duties of the post will include working anti-social hours, e.g. evening time to cover Management Committee Meetings or other occasional events.

**4. Other Duties:**

4.1. Assist Management Committee and Professional Staff in organisation and delivery of fundraising and other activities organised by the Centre.

4.2. Such other duties as may be assigned within the level of the post.