



Our Lady and St Patrick's College, Knock

Finance and Admin Assistant

Personnel Specification

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references and certificates.

QUALIFICATIONS AND TRAINING

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Applicants must possess 5 GCSEs (grades A*-C), including English Language and Mathematics. First Aid Qualification (or willingness to complete it). 	<ul style="list-style-type: none"> 2 A Levels. ICT qualification.

EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Have a minimum of two years' experience of working in an administrative role in an office environment. Experience of working in a busy environment and the ability to respond positively to high work demand and, at times, high pressure. Working and collaborating within a team. 	<ul style="list-style-type: none"> One year's experience working in an educational setting. Knowledge of the post primary sector in Northern Ireland. Knowledge of Financial Management Systems. Knowledge of SIMS.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Good oral communication and interpersonal skills. ICT skills consisting of a working knowledge of Word and Excel. Excellent planning and organisational skills. 	<ul style="list-style-type: none"> Strong attention to detail. Good time management.

PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> An excellent personal and professional role model who supports the College ethos. Child-centred approach. A strong sense of integrity and confidentiality. Energetic, innovative, resilient and positive. Proactive and a high degree of initiative. 	<ul style="list-style-type: none"> Willingness to participate in the College's extra-curricular activities. Co-operative and approachable.



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Finance and Admin Assistant

Job Description

<p>1. Job Title: Full-time Permanent Finance and Admin Assistant.</p>
<p>2. Hours/Salary:</p> <ul style="list-style-type: none">• 8.30am - 4.15pm (36 hours per week).• £24,294 - £25,979 (Point 7-11, NJC).
<p>3. Reporting Relationships/Line Managers: The post holder reports to the:</p> <ul style="list-style-type: none">• College Business Manager.• Finance and Examinations Manager.
<p>4. General Duties:</p> <p>4.1 Provide administrative, clerical and secretarial support.</p> <p>4.2 Communicate with relevant personnel and provide assistance in relation to financial procedures.</p> <p>4.3 Assist with requisitioning procedures, including the ordering, purchasing, receiving, checking, storage and distribution of resources.</p> <p>4.4 Carry out invoice processing.</p> <p>4.5 Oversee the collection, reconciliation and lodging of Dining Hall Cashless System.</p> <p>4.6 Assist with the collection, reconciliation and lodging of College fees.</p> <p>4.7 Assist with the Gift Aid reclaim from HMRC.</p> <p>4.8 Assist with recruitment administration.</p> <p>4.9 Assist with the maintenance of personnel records.</p> <p>4.10 Maintain the Northern Ireland Supply Teacher Register (NISTR) for the College.</p> <p>4.11 Assist in the administration of Use of Facilities.</p> <p>4.12 Assist the Principal's Secretary with the administration of transfer to post-primary education.</p> <p>4.13 Assist the Examinations Officer in the administration of the Examinations function within the College.</p> <p>4.14 Assist with organising meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.</p> <p>4.15 Answer the telephone and directing calls as appropriate.</p> <p>4.16 To assist in General Office duties.</p> <p>4.17 To cover for the Principal's Secretary/Student Secretary/Reception/Medical if required.</p> <p>4.18 To adhere to all College policies and procedures.</p> <p>4.19 To be aware of the College's Catholic ethos and to actively support the promotion of the vision and principles of the College as outlined in College publications.</p> <p>4.20 Work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.</p> <p>4.21 To carry out, as required by the College Business Manager/Finance and Examinations Manager, any other relevant duties.</p>