



## Job Specification

### Clerical Officer in Finance

#### Job Purpose:

To provide administrative and clerical support to the Finance Department in delivering the functions of the Health and Social Care Professionals' Council, its Committees and Registration Boards.

#### Key Activities:

- Provide general clerical / administrative support, including filing, printing, photocopying and binding documents
- Processing all incoming invoices on Sage 200 on a daily basis
- Applying professional service withholding tax (PSWT) as necessary and reconciling PSWT on a monthly basis
- Ensuring that CORU payments are kept within Prompt Payment rules
- Raising purchase order numbers as required
- Checking all incoming travel and subsistence claims, invoices and statements for accuracy before processing.
- Liaising with appropriate budget holders in order to ensure that business cases, invoices are signed off on promptly before payment
- Obtaining manager approval for bank payments
- Act as the first point of contact for all finance queries regarding invoices, business cases, travel and subsistence, purchase order numbers and Realex payments
- Maintaining and updating all finance tracker sheets including for mileage, purchase orders and batch payments
- Managing the bank account statement and liaising with other departments as necessary to identify income and printing monthly bank statements for analysis
- Manage the finance mail inbox
- Answering the main switch along with other members of the Corporate Service team
- Liaise with members of the public with queries regarding CORU
- Assist with the organisation of meetings for internal Committees, including training exercises; liaise with committee Chairs / Registration Board Members; prepare meeting packs and take and distribute meeting minutes
- Prepare spreadsheets, databases and any other information resources as required
- Work as part of a team to deliver CORU services and support line-managers and colleagues
- Participate fully in any cross functional training initiatives from time to time.
- Any other tasks as may be assigned by Finance Manager or CEO from time to time



### **Desirable Qualifications and Experience**

- Previous experience with financial software such as SAGE
- Accounts payable experience
- Educated to leaving certificate or equivalent with a third level qualification

### **Essential Qualification and Experience**

- At least two years relevant administration experience is essential

### **Essential skills/characteristics:**

- Highly organised with excellent attention to detail
- Ability to work with confidentiality and discretion to a high degree is expected
- Excellent interpersonal and communication skills with a customer focused attitude
- Ability to work towards tight deadlines
- Ability to effectively manage and prioritise workloads
- Adaptability and flexibility are important
- A thorough knowledge and understanding of office processes and equipment is important and PC proficiency is vital

*This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.*