


SUMMARY OF MAIN DUTIES	Business Support Clerk Band A	
RESPONSIBLE TO: TBC		
RESPONSIBLE FOR: N/A		
SPECIFIC CONDITIONS OF SERVICE		
Candidate requirements:- <ul style="list-style-type: none">• General clerical/administrative experience – essential.• Keyboard/Computer skills are essential.• Proven numeracy		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
Act in accordance with Financial Regulations and Financial Instructions, procedures and guidelines at all times. <ol style="list-style-type: none">1. Raise requisitions for goods and services using the relevant information system, e.g. i-procurement2. Receipt goods and services, confirm deliveries and quantities and maintain accurate records.3. Administer a cash impress and disbursement account which includes:<ul style="list-style-type: none">• providing cash (e.g. payment of cash expenses, cash advances)• collecting, receipting, reconciling and banking income (cash and cheque)• maintaining accurate electronic records• safe auditing4. Handle supplier, customer and general enquiries, liaising with Corporate Finance and providing assistance as appropriate5. Book travel and accommodation6. General clerical duties, photocopying, filing etc.7. Any other duties commensurate with the grade of the post.		

