NATIONAL EDUCATION TRUST

JOB DESCRIPTION

JOB TITLE: Clerical Assistant (Finance & Accounts)
JOB GRADE: Level 1
POST NUMBER:
DIVISION/UNIT: Finance & Accounts
REPORTS TO: Manager, Finance & Accounts
MANAGES: N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below.

_____ _____

Employee Date

_____ _____

Manager/Supervisor Date

_____ _____

Head of Department/Division/Unit Date

_____ _____

Human Resource Division MoEY/NET Date

STRATEGIC OBJECTIVES OF THE UNIT

To provide financial, investment, accounting and procurement services in accordance with the Government of Jamaica (GoJ) regulations and procedures as required.

JOB PURPOSE

To provide support for the financial, investment, accounting and procurement unit by performing clerical duties.

KEY OUTPUTS

- Documentation appropriately filed.
- Updated files maintained.
- Files are retrieved and stored as required.
- Photocopies done as required
- Annual work plan developed within agreed timeline.

KEY AREAS OF RESPONSIBILITY

- Photocopies done as required
- Maintain up-to-date files and records.
- Gather data for monthly reports.
- Maintain quality control for issue of documents.
- Follow-up on files to be retrieved at MoEY.

PERFORMANCE STANDARDS

- Manual files updated within agreed time frame and easily retrievable

- Data entries modified or purged as required
- File/record location maintained
- Established targets in annual work plan achieved.
- Professionalism and integrity are consistently demonstrated in keeping with the established standards of NET
- Correspondence and reports are prepared in a timely manner and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties.

Internal and External Contacts (specify purpose of significant contacts)

Internal and MoEY Contacts

Contact (Title)	Purpose of Communication
NET Staff	Provide relevant file information
Accounts/HR, MoEY	Obtain/Provide information

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Callers and Guests	Provide relevant file information

REQUIRED KEY COMPETENCIES

Core

- Excellent time management, organizing and interpersonal skills.
- Good written and orally communication.
- Ability to pay attention to details.
- Ability to demonstrate a high level of initiative, professionalism and confidentiality.
- Excellent attendance and punctuality.

Technical

- Knowledge of office practices and procedures.
- Knowledge of record keeping and records/file management techniques.
- Proficient in relevant Microsoft Office Applications.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Business Administration/Records Administration/ HEART Certification in Administration/Five (5) CSEC Subjects including Math and English) or equivalent qualifications
- Proficient in the use of Microsoft Office Applications

AUTHORITY

- To locate files.

SPECIAL CONDITIONS

- Normal working conditions may occasionally encounter dusty conditions in archived material.