



SOUTH LANARKSHIRE
Leisure & Culture

Clerical Assistant (Finance) Job Profile

Service: Support Services	Grade Scale: Grade 1 Level 4
Reports to: Finance Assistant	

Purpose of Job
To undertake a range of general clerical processes or tasks in accordance with pre-determined procedures and instructions which contribute to an effective service provision.

Key tasks and responsibilities
Liaise with internal and external customers, by telephone to ensure the effective provision of the finance service.
Undertake clerical duties relating to relevant financial documents and systems.
Responsible for co-ordinating and completion of paperwork in respect of Performing Right Society and Public Performance Licences.
Assist in the preparation of management accounts, estimates for revenue and capital accounts.
Contribute towards the preparation of the annual budget and outrun information.
Contribute towards the preparation of the annual report and accounts.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	Experience working in a clerical environment	
Skills, knowledge, experience	IT skills, including Microsoft Word, Excel and Outlook. Work in a highly professional manner; exercise confidentiality and discretion at all times	Experience of working with limited supervision
Personal Qualities	Good organisational skills Good communication, both verbal and written Good customer care skills	

	<p>To work in a flexible and adaptable manner</p> <p>Inclusive and supportive team player</p>	
Other	To behave with honesty and openness; treating people consistently, fairly and with respect	

Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

Behaviour Framework

The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

Own It – what can you do

- Are motivated to deliver the best possible services.
- Aim to get things right first time and commit to continuous improvement.
- Demonstrate fairness, inclusivity, valuing diversity and equality.
- Ensure compliance with external/internal regulations and that you and others are responsible and accountable.
- Take ownership of decisions and consider the wider implications for you, the team, and the organisation.
- See a job through to completion.
- Be accountable for outcomes good or bad.

Be a great team - what can you do

- Work together with colleagues and customers and take time to build effective working relationships.
- Celebrate team success and create a positive team spirit.
- Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves.
- Encourage working together for the benefit of customers.
- Works alongside internal and external colleagues to meet common objectives.
- Actively and respectfully listens to people in order to understand them and their views.
- Contributes appropriately to team and other meetings and discussions.
- Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.

Do the right thing – what can you do
<ul style="list-style-type: none"> • Display a positive attitude. • Are enthusiastic in your approach to tasks. • Lead by example through sharing your knowledge and skills with others. • Provide support to your colleagues and team. • Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.
Be Positive - what you can do
<ul style="list-style-type: none"> • Are punctual and friendly and demonstrate a positive professional attitude. • Take pride in your own work and that of your team members. • Understand who your customers are and why they matter. • Are willing to go the extra mile for our customer and act upon their feedback. • Are hospitable and make customers feel good. • Are willing to go the extra mile for our customer. • Put the customer first in all that you do.