

## JOB DESCRIPTION

**POST:** Trainee Finance Team Administrator / Receptionist

**LOCATION:** Head Office – Heathcote Buildings

**ALLOWANCE:** £ 138 per week + Travel

**RESPONSIBLE TO:** Finance Manager

**SPECIFICATION:** To provide clerical and administrative support to the Finance Team

### DUTIES AND RESPONSIBILITIES:

1. Process purchase orders from authorised staff.
2. Receive log and process all purchase invoices from suppliers.
3. To log and post standard monthly recharges to the Finance system.
4. To receive and process all Petty Cash claims, except HQ, and post for payment.
5. To provide Admin support for the Finance team, including basic word processing, basic spreadsheets, photocopying and collating
6. To process incoming and outgoing mail
7. To become familiar with the SUN Finance system and its use to provide financial transactions and reports as required.
8. To provide reception services ensuring that the highest standards of customer care are achieved for all customers.
9. Undertake general office duties including receiving and actioning fax messages, processing of weekly team staff returns, providing refreshments for guests and/or internal meetings.
10. Undertake training relevant to the development of administration skills to at least NVQ Level 3
11. Promote and uphold equal opportunities policy as required.
12. Take responsibility for Health and Safety of him/herself and of other persons who may be affected by his/her activities and, when appropriate, to safeguard the Health and Safety of all persons under his/her control and guidance in accordance with the provisions of Health and Safety Legislation.
13. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## CONNEXIONS NOTTINGHAMSHIRE

### PERSON SPECIFICATION

**Post:** Trainee Finance Team Administrator / Receptionist  
**Grade:** Trainee

<b><u>REQUIREMENTS</u></b>	<b><u>METHOD OF ASSESSMENT</u></b>
<b>Education/Qualification</b>  5 GCSEs grade D or above (to include Maths and English)	<b>1. Application Form/ Certificates/References</b>
<b>Skills</b>  Ability to communicate effectively  Keyboard Skills  Ability to integrate effectively within Head Office Team Environment  Ability to be flexible	Interview/References  <b>2. Application Form/ Interview</b>  Interview  Interview
<b>Disposition</b>  Reliability  Willingness to learn  Willingness to engage in basic tasks  Willingness to assist customers	<b>3. Application Form/ Interview/References</b>  <b>4. Application Form/ Interview/References</b>  Interview  Interview
<b>Circumstances</b>  Excellent time keeping  A desire to pursue a career in administration and beyond	References  <b>5. Application Form/ Interview</b>
<b>Equal Opportunities</b>  An understanding and commitment to equal opportunities	Interview

## CONNEXIONS NOTTINGHAMSHIRE

### Guidance notes for completing the application for employment

These notes are intended to assist you in completing your application for employment. Please read them before you start and follow the guidance carefully.

The job description and person specification included in the recruitment pack are vital to the recruitment and selection process. The job description sets out all the main facets of the job and the person specification is essentially a description of a job in terms of the human characteristics necessary for its successful performance. To help you complete your application the method of assessment for each criteria point has been indicated on the person specification, where assessment is at more than one stage this is indicated.

#### Assessment Key

A = Application Form

Iv = Interview

R = Reference

C = Certificates

Decisions about short listing and selection will be made according to whether applicants demonstrate in their applications that they possess the essential criteria necessary to perform the job role. To be short listed you will need to provide evidence that you possess each of the requirements, which will be measured at application stage (this is marked with an A in method of assessment). When responding use the selection criteria as headings to ensure that you provide evidence covering each of the points listed as method of assessment A.

Please do not simply state that you meet the criteria listed. Unless you provide evidence that you possess all the requirements, supported by relevant examples you will not be included on the shortlist.

It is important to keep to the point when responding to the criteria listed, do not go into unnecessary detail. Include relevant information from both current and past employment and skills and experience gained outside of the work environment, for example leisure, home life and voluntary work if these are appropriate.

Applications should be completed legibly in black ink or word processed. **When completing the supplementary information (part 6 of the application form), please use a maximum of 2 sides of A4 paper**, any continuation sheets should be headed with your name and post being applied for. Please DO NOT attach curriculum vitae, testimonials or any other documents with your application. Applications in the form of curriculum vitae will not be considered.

## CONNEXIONS NOTTINGHAMSHIRE - VACANCY INFORMATION

### CONDITIONS OF APPLICATION

Canvassing directly or indirectly will disqualify, and the candidate when making application is required to disclose in writing whether to his/her knowledge he/she is related to any Senior Manager of Connexions Nottinghamshire. Deliberate omission to make such disclosures will disqualify the candidate and if the omission is discovered after appointment, he/she will be liable to dismissal.

### SELECTION ARRANGEMENTS

The Company adopts set procedures when selecting staff. We treat all applications on their merit and we only consider information included in the application.

**We ask candidates to give a full but concise explanation of why they think they are suited to this post by completing the supplementary information (part 6 of the application form).**

The key dates for this post are as follows:

**Closing date: 12 noon, 16 July**

**Interview date: 4 August 2009**

**PLEASE NOTE: In the interests of economy, any application you submit will not be acknowledged. If you hear nothing, therefore, within one month, you should assume that the post will have been filled.**

**The selection panels will consist of a panel of three interviewers and selection will be by application form, interview, and reference.**

Candidates will be told the result of their interview within 2 working days of the last interview date. Feedback will be available only for shortlisted candidates.

Application on the official form (typed if you wish), should reach the undersigned by the closing date.

**Priti Sharma  
Connexions Nottinghamshire  
Heathcote Buildings  
Heathcoat Street  
Nottingham  
NG1 3AA**

**ANY APPLICATION FORM RECEIVED AFTER THE CLOSING DATE WILL NOT  
BE INCLUDED IN THE SHORT LISTING PROCESS**