

## Candidate Information

<b>Position:</b>	Clerical Officer (Grade 5)
<b>School/Department:</b>	School of Nursing and Midwifery
<b>Reference:</b>	25/112440
<b>Closing Date:</b>	Monday 7 April 2025
<b>Salary:</b>	£30,948 - £35,492 per annum
<b>Duration:</b>	12 months

### JOB PURPOSE:

To provide a comprehensive clerical support service to the School with the main areas of responsibility covering financial management, extended workforce administration and general administration.

### MAJOR DUTIES:

1. Responsible for managing the day to day financial administrative duties for the School including monitoring income and expenditure on non-pay, equipment budgets, and research accounts; overseeing the daily processing of financial transactions including processing purchase orders and invoices, journal vouchers, internal requisitions, purchase card reconciliations, petty cash etc. and payments through QFIS and other accounting systems in line with University rules and regulations.
2. Responsible for organising and overseeing the communications of all financial policies and procedures to relevant staff and students in the School and provide comprehensive support, advice and guidance as appropriate, ensuring that QUB procurement regulations and School policies are consistently adhered to by all parties. Assist with preparation of tender specifications and audits collating necessary documentation and liaising with appropriate parties as required.
3. Utilise various financial systems, including the University's core Finance system Qfis and software packages, in particular Microsoft Office (excel), to analyse data and produce high quality management information on income, expenditure, reconciliations and projected shortfalls/surpluses. Source, collate and conduct analysis of financial information and data and present results accurately and appropriately.
4. Act as nominated Buyer for the School and Purchase Card holder; responsible for reconciliation of purchase card orders and monitoring and processing spend in line with procurement policies.
5. Responsible for engaging the School's casual/extended workforce to include Teaching and NonTeaching workers. This involves managing the process from application stage to payment via QWork, invoice or RFP as appropriate and maintaining accurate records, within the appropriate timeframes and legislation, adhering to the University's requirements and guidance.
6. Responsible for supporting the efficient and effective delivery of the business of the School liaising with relevant internal and external stakeholders to ensure deadlines are met e.g. coordinating room bookings and complex scheduling; coordinating booking travel and accommodation for staff/students; supporting events /conferences as required.
7. Support the work of the School Health & Safety Officer including ensuring annual PAT tests are carried out & payment of same for all electrical items, maintaining/updating School Health & Safety Policy, Staff & Student Health & Safety Handbooks, Health & Safety Risk Register & coordinate Health & Safety Audits.
8. Assist the School's IT Officer to manage and maintain the School's Inventory for equipment.
9. Develop and monitor office systems and procedures (e.g. Health and Safety) ensuring their effectiveness and take necessary steps to update. Advise relevant staff of such new procedures and give any necessary guidance/training.
10. Supervise, organise and delegate work to junior staff monitoring and reviewing their workloads to ensure deadlines are met, the work runs smoothly and to an appropriate standard. Including identifying training needs and undertaking the personal development review processes as per University guidelines.
11. Organise and Service committees and meetings (e.g. School Board), including preparation and circulation of agendas, minutes, follow up correspondence and other administrative arrangements as required.
12. Set up and maintain electronic, manual filing systems and develop processes and procedures within the School ensuring continuous improvement in accordance with the University's regulations.

13. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

**ESSENTIAL CRITERIA:**

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels (2 or more A levels) in a relevant subject (or equivalent) OR substantial relevant work experience.
2. A minimum of four years' recent relevant work experience to include:
  - Experience of financial resource administration and co-ordination;
  - Experience of procurement of goods/services;
  - Experience of HR processes and procedures;
  - Experience in producing, analysing and interpreting complex data and composing reports to inform complex management decisions;
  - Experience of physical resource management such as planning complex timetabling/accommodation schedules;
  - Experience of Supervisory/line management responsibility, assigning duties and monitoring workload;
  - Experience of servicing meetings, to include taking and drafting minutes, preparing reports.
3. Excellent oral, written and interpersonal skills and an ability to provide effective service to required quality standard.
4. Excellent IT literacy and up to date knowledge of relevant computer packages and information systems.
5. Comprehensive knowledge of systems, processes, policies and procedures relevant to the post.
6. Demonstrable strong numeracy skills.
7. Ability to produce accurate work, under pressure and within agreed deadlines.
8. Ability to assign tasks to others and be responsible for ensuring work is completed to a high standard by the required timescales.
9. Ability to use own initiative and judgement to resolve daily problems independently with minimum supervision.
10. Ability to work as a team.
11. Flexible, willing to adapt to new tasks and duties.

**DESIRABLE CRITERIA:**

1. Experience and knowledge of University financial administration and regulations.
2. Experience and knowledge of University HR related processes, for example, extended casual workforce policies and processes.
3. Experience of working with large integrated financial information systems such as Queen's Financial Information System (QFIS) and integrated management systems such as Queen's on Line (QoL).

**ADDITIONAL INFORMATION:**

Informal Enquiries to Orla Sarsfield: [o.sarsfield@qub.ac.uk](mailto:o.sarsfield@qub.ac.uk)