ORKNEY ISLANDS COUNCIL

Administrative Assistant

Work location as indicated in advert

At a glance:

Grade: D
Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

Your work will include providing administrative and business support, normally within the employing Service but also throughout the Council, according to demand.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Provide high standard general administrative and business support.
First point of contact for all customer enquiries – processing customer applications and enquiries, liaising with customers and resolving any issues.
Use of financial system to raise and code purchase orders, process invoices and special payments. Enter and code journal transfers, goods received notes, recharge, place authorised orders, petty cash and other relevant processes.
Undertake any relevant employment administration related tasks, including processing timesheets and plant sheets in relation to standby, overtime and callouts.
Take bookings, payments and issue refunds if required.
Create and maintain electronic and manual filing systems.
Accurately input/output information into appropriate systems.
Administer employee driving documentation checks.
Maintain relevant information to ensure that statistical data returns can be responded to i.e. Scottish Government, Inspectorates and internal management requests.
Liaise with the Corporate Travel Team to book out of Orkney travel, accommodation and transport.
Book local travel, accommodation and transport, organising travel cards as appropriate.
Record asset purchase and disposal, in line with relevant procedures, and report this to the Insurance Officer.
Ensure that all training is recorded appropriately.
Contribute to the review and updating of relevant documents and procedures.
Maintain archive records in line with the retention and disposal schedule.
Set-up meetings and book venues, minute/note taking, prepare and distribute agendas, action logs, paperwork and materials for meetings.
Type up digital audio recordings.
Support with responses to Freedom of Information and Subject Access requests.
School Transport – assisting with emergency school closures (*relates to Education, Communities and Housing posts only).

Council Travel – responsible for booking relevant work-related travel and accommodation (*relates to Performance & Business Support posts only).

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

A qualification at SCQF 5/6 i.e., SVQ2, National 5, Standard Grades, O Grade, Intermediate 2, SVQ3, Higher, National Certificate, Foundation Apprenticeship OR have a minimum of 2 years previous relevant experience.
Experience of working in a busy office.
Ability to demonstrate a good understanding of office systems and procedures.
Experience in use of Office365 systems, including Excel and databases.
Ability to demonstrate knowledge of financial systems and procedures.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No