

AGENCY – Clerical officer x 2**Reference: 11809/11810****Location:** Housing Benefit Unit Marlborough House, Craigavon**Contract Type:** Agency SCP 8 (£14,771 - £7.66 per hour)**Job Specification:**

The role will be full time Monday – Friday 9am-5pm

The following is a range of core work which would normally be associated with Level 2 posts. It is not intended to be exhaustive or comprehensive but to give a general indication of work associated with this grade.

Processing of information/applications in accordance with well defined instructions, rules and regulations. Usually this will involve some degree of discretion e.g. the recognition and application of custom and practice and any previous precedent set in deciding an appropriate course of action.

Scrutinising and verifying accounts, claims and returns for approval and signature by an authorising officer. The checks to be made will be clearly defined and the limits of any subjective checks specified. Level 2 posts may also be expected to be involved in cross-checking work carried out by colleagues or junior staff.

The handling and registration of all incoming cheques/monies in accordance with Financial Systems requirements. The preparation of claims, expenses and payments for authorisation within clearly specified limits.

Undertaking basic or arithmetic calculations and on occasions more complex calculations, under supervision and using technology where required.

The operation of keyboards where data is being recorded, retrieved, processed on any medium by operation of computer or other terminals as required in the performance of the task. Included in this factor is the operation of photocopiers and printers.

To positively participate and contribute to the organisation's Business Planning, Staff Appraisal and Business Improvement Processes in the continuous review of standard of service delivery to clients and the development of the business.

Person Specification:

5 GCSE's or equivalent inc. English & Maths at Grade C or above

Previous administrative experience desirable.

Telephony experience desirable

For further information please contact Kennedy Recruitment on 028 9033 0555

For this role, Kennedy Recruitment is acting in the capacity of an employment business.

Kennedy recruitment is an equal opportunities employer and a Corporate Member of the Recruitment and Employment Confederation (REC). Kennedy Recruitment adheres to all current employment legislation.

Please note only those candidate shortlisted may be contacted.

To apply please use Kennedy Recruitments contact details below:

Kennedy Recruitment

31-35 May Street,

Belfast

BT1 4NG

T: (028) 9033 0555

E: nihe@kennedyrecruitment.co.uk