



North Eastern Inshore Fisheries & Conservation Authority

JOB OUTLINE

Job Title: NEIFCA Assistant Support Officer

Post Number: POST10018

Responsible to: Operational Support Manager

Hours: 37 hpw

Salary: SCP 11

Overall Purpose of the job:

To oversee the general administrative and clerical functions in relation to supporting North Eastern Inshore Fisheries and Conservation Authority (NEIFCA) Service functions.

Principal accountabilities:

To provide support tasks which may include some or all of the following:

- filing, record keeping and post, scanning and processing work on document management systems,
- checking and processing data, using manual and IT systems, including office and specific packages – spreadsheets, databases and word processing
- dealing with deliveries of goods and services, stationery and stock control, invoice and payment processing, payroll processing, billing and recharging, and use of procurement and financial systems (manual and IT)
- reception duties,
- telephone answering, dealing with correspondence, responding to customer enquiries and requests
- photocopying and document handling.
- specialised word processing and data input onto IT systems, including specialist knowledge of word, databases and spreadsheets.
- Assisting in personnel support related tasks – processing data for example sickness monitoring, annual leave etc. Minute taking, producing reports from pay/personnel systems, assisting in the recruitment and selection process, processing e-forms etc
- Cash handling – sales, petty cash, e-payments, banking income and reconciliation duties,
- Providing clerical duties and support to corporate and/or specific service related functions including supporting NEIFCA meetings (Circulating agendas, minutes and minute taking), procedures and/or systems – involving dedicated inputting, processing, checking and reporting.
- Providing advice and guidance to customers on Support protocols and compliance to related Council procedures

Any other duties and tasks associated with supporting NEIFCA appropriate to the grade of the post and level of responsibility.

General information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work Act, 1974, and other associated legislation, place responsibilities for health and safety of all employees. Therefore, it is the postholder's responsibility to take reasonable care for health and safety and general welfare for him/herself and for other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act and by Part 1 of Schedule 12A to the Local government Act, 1972. Confidentiality must be maintained at all times.
4. The post holder must maintain strict confidentiality at all times relating to the handling and disclosure of all data and information held by the Authority.
5. The post holder must not make any reference to the Authority, it's members or it's member Authorities or anyone employed by the Authority on any social media site unless express permission has been granted by the Clerk or Chief Officer.

Post holder's signature:

Date: