



Falkland Islands Government – Job Description

Job Title:	Administration Clerk		
Department:	Public Works	Section:	Property & Municipal
Reports to:	Building Maintenance Manager		
Grade:	Falkland Islands Government Grade – G1	Job Code:	356CL1
Job Purpose			
Provide clerical support to PWD Municipal and Housing department based at Megabid in provision of effective services maintaining records, data bases, point of contact and clerical duties.			
Job Facts & Figures			
Property & Municipal budget £1.5 M+ Staff: Direct 4 - Indirect 34 Property & Equipment value £20 M+			
Main Accountabilities:			
<ul style="list-style-type: none">• Ensuring and maintaining accurate financial records and expenditure, ensuring consistency with Treasury or internal systems.• Preparing & processing payment vouchers, virements as required.• Inputting of data into data basis including Planet.• To undertake other clerical & administration duties as and when required including maintenance of filing systems, minute taking, assisting in production of documentation and the like. Programming maintenance work and informing tenants of activates.• To support the managers in liaising with customers and external clients.• Answer telephone calls, deal with enquires and pass on messages as required.• Maintain accurate overtime records on a weekly basis in preparation of monthly payments, including tracking overtime or project related costs. Keep leave & sickness forms up to date.• Assist and provide cover to Stores Section when required.• Support Housing Office in production of documentation and letters; issuing of property keys etc• Help the Operation Managers in programming jobs and allocation of works orders.			



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Job Title:	Administration Clerk
Main Accountabilities: (Continued)	
<ul style="list-style-type: none">• Assist the Building Maintenance Manager when required.• The work requires to be done in a timely, consistent and accurate manner.• Support the management team in the delivery of department services.• Provide cover for Highways or Plant & Vehicle departments if required in an ad-hoc manner. <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>	



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Person Specification:	Administration Clerk		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications:			
Basic operational use of Dynamics and Planet or similar systems	✓		A/I/R
Minimum GCSE C grade in Maths and English	✓		A
Current valid driving licence	✓		A
Knowledge of Microsoft Office programmes	✓		A/I
Experience/Evidence of:			
2 years' experience working in administration at a similar level / worked in a similar role	✓		A/I
Minute taking skills	✓		A/I
Customer Service Skills	✓		A/I/R
Knowledge and experience of FIG administrative and Financial Regulations	✓		A/I
Good level of computer literacy in word processing, spreadsheets and databases, including Access	✓		A/I/R
Worked in a similar role.	✓		A/I
Knowledge of Housing Officer Role.		✓	A/I
Possess a working knowledge of the trades involved and their interactions		✓	A/I
Personal Attributes:			
Ability to engender good working relationships amongst staff	✓		I/R
Must be prepared to update knowledge and acquire new skills as required	✓		I/R
Ability to communicate effectively at all levels	✓		A/I/R
This post involves contact with tenants and members of the public, so politeness and tact are essential	✓		I/R



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Person Specification:	Administration Clerk		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
A high level of trustworthiness is essential as sensitive/confidential information or data may be encountered during the course of work	✓		I/R
Customer focused with a clear understanding of quality and delivery	✓		I/R

Method of assessment:

A - Application Form
I - Selection Interview
R - Reference