



Falkland Islands Government – Job Description

Job Title:	Administration Clerk		
Department:	Aviation Services	Section:	FIGAS
Reports to:	Personal Assistant to General Manager		
Grade:	Falkland Islands Government Grade - XX	Job Code:	TBC
Job Purpose			
To provide clerical support to the Personal Assistant to the General Manager by maintaining accurate financial records of revenue and expenditure. Be responsible for filing along with the processing data of data within the Department.			
Main Accountabilities:			
<ul style="list-style-type: none">• To maintain accurate financial records of revenue and expenditure, ensuring consistency with the Financial Instructions provided by the Treasury.• To undertake other clerical and administrative duties as and when required, including maintenance of filing systems and minute taking, ensuring compliance with access to information requirements.• To support the managers in liaising with customers and external clients.• Answer the general office telephone, deal with enquiries and pass on messages as required.• Maintain holiday, toil and sickness and absence records for Aviation Services.• Assist with invoicing as required.• Meeting and greeting visitors at all levels of seniority.			
<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>			
Additional Information:			
<p>The work requires data inputting and tracking, which must be done in a timely, consistent and accurate manner. The post holder may be required to undertake duties similar to those set out in this job description in other Government departments as required by the needs of Government business.</p> <p>This position can be a gateway to the more permanent position of Personal Assistant to the General Manager by way of succession planning.</p>			



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Person Specification:	Administration Clerk		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
GCSE at grade C and above (or equivalent) in Mathematics and English	✓		A
Trained in the use of Microsoft Office suite	✓		A
Knowledge, Skills and Experience:			
Competent in the use of Microsoft office programmes	✓		A/I
Customer service skills	✓		A/I
Basic knowledge and experience of FIG administrative and financial regulations including 'Access to Information' legislation	✓		A/I
Literate and numerate with accurate data input skills	✓		A/I
Report writing skills and an organised approach to meeting deadlines and prioritising conflicting demands.	✓		A/I
Skilled use of Dynamics or other financial management systems		✓	A/I
To have worked in a similar role to this previously		✓	A/I/R
Minute taking skills		✓	A/I
Personal Attributes:			
Confident, with the ability to communicate with people at all levels, including members of the public	✓		A/I/R
Ability to communicate effectively at all levels	✓		A/I/R
Can work closely and effectively with others	✓		I/R
Possess a methodical approach and has a good track record in applying attention to detail	✓		A/I

Method of assessment:

A - Application Form
 I - Selection Interview
 R – Reference