



CODA (Operations) Ltd

JOB DESCRIPTION

Post Title:	Administrative Assistant
Department:	Finance and Administration
Reports to:	Finance and Administration Manager
Salary Scale:	£15300

Purpose and Function of Post

This is an administration post providing support to the Finance and Administration Manager. Job holder must maintain confidential records and provide support ensuring that the integrity and security of the Finance and Administration is maintained.

Principal Duties and Responsibilities

1. Provision of administrative and clerical support to the Finance and Administration Manager and other officers within Airport Management.
2. Assistance in the maintenance of files and databases, including archiving and maintaining an inventory of files.
3. Scheduling of appointments and meetings for airport management including arrangement of catering and updating of diaries.
4. Preparation of minutes for daily operational briefing and other meetings as advised by the Finance and Administration Manager. Compilation and distribution of minutes and/or reports as required.
5. Assistance with ordering of office supplies and maintenance of a office inventory
6. Recording of post received and sent out by the department and distribution to relevant personnel.
7. Preparation of purchase orders via Exchequer System following purchase requisitions from the delegated budget holders.
8. Point of contact for calls and enquiries for the Finance and Administration Manager and for general administrative duties including typing, filing and photocopying.
9. Assistance in the development, preparation, collation, retrieval, recording & distribution, maintenance and review of all relevant airport manuals.
10. Responsibility for the accounts payable process including the processing of invoices via Exchequer System, payment of invoices and sending of

remittances. This also includes the review of supplier statements and reconciliation against the Exchequer System.

11. Assistance with the finance team in managing the processing of wages timesheets and the recording of annual, leave, lieu time and sickness absence in line with Airport's policies through the Administrative team.
12. Assistance with finance team during internal and external audits.
13. Assistance with all banking duties including weekly lodgements, cheque receipts and preparation of payments.

Please Note:

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. The post holder will be required to carry out other duties up to and including the grade for the position offered as necessary to fulfil the purpose and function of the post.

Experience

Applicants must have 2years experience working within a finance and administration department.

Excellent skills in the use of spreadsheets and Microsoft Word are essential.

Qualifications

Candidates must have a minimum of five GCSE's, including Maths and English, or the equivalent.

Skills and Competencies

Technical

- Preference may be given to applicants with experience in Exchequer accounting and payroll system.
- Advanced Knowledge of Microsoft Office.
- Accounts – payable
- Excellent oral and written communication skills

Behavioural

- Planning and organising;
- Communication;
- Detail and accuracy;
- Interpersonal skills;
- Adapting and coping; and
- Judgement and problem solving

I understand and accept the duties of the role as specified:

Signed: _____

Date: _____