

Job Description – Clerical Assistant in IPA Office (Job Share)

1. General office procedures and duties.
2. Typing, filing, distributing and posting work on behalf of NEC.
3. Attending office from 9.30am to 5.30pm on days agreed per job sharing schedule.
4. Attending office, by arrangement, at such other times as required or between such other times as required.
5. Photocopying.
6. Operating computer and maintaining records.
7. Operating office systems including Sage, Quickbook and Office 365.
8. Preparing mailing lists as required.
9. Responding to telephone calls both direct and recorded and recording same.
10. Passing telephone, fax, email and other messages to relevant members of IPA.
11. Accepting bookings from intending house guests.
12. Maintaining booking records.
13. Meeting and assisting visitors.
14. Recording receipt of and disposal of monies paid by guests, as directed.
15. Maintaining financial records and operating petty cash fund.
16. Payment of such bills and accounts as may be directed by National Treasurer.
17. Supervision of domestic or such other staff as may be directed.
18. Checking property inventories and reporting losses.
19. Operate “IPA Travel” and maintain records, bookings and cash. Lodge monies as directed. Refer problems to National Travel Officer.
20. Bringing problems to the notice of the Secretary General or relevant NEC member.
21. Ensuring security of premises on vacating same.
22. As duties will be largely unsupervised a high degree of personal initiative and responsibility is expected at all times.