

General everyday tasks:

* Attending and contributing to service management meetings.
* Minuting performance meetings and higher-level meetings within the service
* Granting access rights on Liquid Logic and creating addresses
* Interrogating/updating Liquid Logic – data integrity
* Diary Management
* Imprest holder for the Service – responsible for the ordering, recording and reconciliation of petty cash.
* Service liaison with HD-One Finance for bank payments and general finance queries.
* Advanced SAP requisitioner – creating orders and processing invoices.
* Coding and approving purchasing transactions on Barclaycard Spend Management.
* Service liaison/contact with IT
* Service liaison/contact with Asset Management re Building issues/Office moves
* Involved in inductions for new staff – ordering equipment, setting up IT accounts, training, building issues.
* Supervision of staff
* Helping answer Freedom of Information requests
* Screening phone calls when required
* General clerical tasks