

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