



**City of Edinburgh Council  
Job Profile**

**DEPARTMENT:** Children and Families  
**SECTION:** Young People's Centres / Children and Family Centres  
**POST:** Clerical Worker  
**RESPONSIBLE TO:** Unit Manager

**PURPOSE OF JOB**

To maintain records relating to petty cash and other financial transactions and undertake general office duties as required.

**MAJOR TASKS/JOB ACTIVITIES**

To maintain all records relating to receipt /disbursement of cash from staff and/or clients and other financial transactions

To record/pay out cash related to petty expenditure

To check, record and process invoices and orders

To control stock levels of unit forms and stationery supplies

To file papers, documents, arrange / undertake photocopying and faxing

Word processing of letters, reports and memos

To deal with incoming / outgoing mail

To assist the Unit Manager with the maintenance of staff records

## EMPLOYEE SPECIFICATION:

### Council Core Competencies

**These Council Core Competencies apply to all positions:**

- **Being Customer/Client Focused**
- Working Effectively with Others
- Managing Change
- Taking Ownership and Responsibility
- Communicating Effectively
- Planning and Decision Making

**These Council Core Competencies apply to positions with responsibility for managing people or resources:**

- Leading Others
- Managing Performance and Developing others
- Political Sensitivity

Category	Essential	Desirable
<b>Experience</b>	Experience of Word Processing  Experience of Database	Experience of Word for Windows, Excel, PowerPoint and any other software package  Experience of processing invoices and administering conference/training events  Experience in working with school management IT systems
<b>Knowledge, Skills and Understanding</b>	Organisational skills  Working on own initiative  Communication skills, i.e. telephone manner  Can demonstrate a good level of literacy  Ability to maintain office systems accurately	Knowledge of budgeting. Ability to develop admin systems  Be flexible and willing to cover areas of work normally undertaken by colleagues
<b>Job Specific</b>	Preferred candidates will be	Experience of working in an

<b>requirements</b>	required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.	<p>office environment and dealing with members of the public</p> <p>The ability to input data for the collection of statistical information</p> <p>The ability to aid in the collection of information for use of audit purposes</p> <p>To create templates as and when necessary as requested by the Manager</p>
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Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.