

The Worshipful Company of Educators

Recruitment of an Assistant Clerk Job Description

Purpose and Understanding the Role

The purpose of the role is to support the Clerk in administration and to provide a professional, proactive and responsive service to the Company and its Members in accordance with the values and ethos of the City and the Livery.

The main areas of activity the Assistant Clerk's role will focus on are: the administration, bookkeeping/finance, IT systems (including the Membership database) and event management, working collaboratively with the Clerk.

Principal Duties

To provide proactive support to the Clerk, Master, Wardens and Court of Assistants through:

- Administration
- Providing support to the Clerk on governance and company secretarial advice to ensure effective management of company business, anticipating issues and advising proactively enabling matters to be dealt with in a timely fashion.
- Collect and open post, open emails and deal with all communication modes efficiently.
- Advise the Master, Clerk and Wardens of any invitations for them promptly.
- With the Clerk, draft thank you letters as required.
- Obtain and review the Civic diary to help avoid critical dates and agree and timetable all major Company event dates in liaison with the Clerk
- Trigger event reminders for all Members, but specifically the Master, Wardens and Court of Assistants.

Management and Planning

- Working with the Clerk, Social Committee and Event Owners ensure the smooth running of all main events to agreed time frames, within agreed budgets and in accordance with the Event Planning guidelines.
- Liaising with the Clerk to ensure effective diary management and communication to the Master and Mistress/Consort on the arrangements for Livery and City events.

Members

- Effective management of the pipeline of prospective members and making arrangements for them with the Clerk and the Membership Committee Chair.
- Set up new members on the WebOffice system and ensure all membership records are updated.
- Collect Quarterage and fines.
- Arrange for production of Certificates freemen and liverymen.

Events

- An opportunity to attend up to six company events in the evening.
- Help manage set up and assist during Zoom set up/conferencing.

Bookkeeping

The Clerk and Honorary Treasurer ensure the proper recording of all financial transactions, the assistant Clerk will be expected to assist and support with the following:

- Post and pay bills
- Reconcile bank accounts
- Reconcile event Income & Expenditure
- Prepare routine Income & Expenditure and Balance Sheet
- Chase unpaid quarterage/fines

Person Specification

Essential

Core Skills and Knowledge

- Experienced administrator who has a proven understanding of finance accounting, administration and IT systems
- Hands-on experience of bookkeeping as outlined above.
- Excellent command of written English, understanding styles to adopt in all the various correspondence media
- Professional and friendly interpersonal skills with an engaging manner
- Detailed knowledge and experience of using Outlook, Excel, PowerPoint and Dropbox
- Uses initiative, able to prioritise, and ability to work without constant supervision

Desirable

Additional Skills and Knowledge

- Formal qualification in bookkeeping.
- Experience of using QuickBooks accounting software
- Interest in IT strategy, social media and new forms of communication.

Delivering Results and Meeting Expectations

- Focuses on client needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently works to achieve project goals.

Competencies

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Listens, consults others and communicates proactively
- An awareness of own strengths and weaknesses.

Following Instructions and Procedures

- Appropriately follows instructions from others
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation

Planning and Organising

- Manages time effectively and is willing to work additional hours when required
- Identifies and organises resources needed to accomplish tasks