



LERWICK PORT AUTHORITY

JOB DESCRIPTION

JOB TITLE: Clerical Assistant

JOB FUNCTION: To undertake all the routine clerical requirements for the Authority's operations.

Preparing, processing and recording computerised and paper records relating to shipping, pilotage, cargo, associated statistics, reports and statutory returns.

Maintenance of the Authority's purchase and sales ledgers and invoicing of various items including ship and cargo dues, plant hires, rentals and associated charges using Sage Line 50 Financial Controller application. Recording and filing copy invoices.

Processing weekly and monthly payroll functions using Sage Payroll application.

Cash handling and banking.

Compiling statistical information using computerised spreadsheets.

Assisting with the maintenance and continued development of the Authority's documented systems and emergency response procedure manuals.

Deputising for Secretary/Receptionist when required, answering and relaying telephone calls/messages, occasional typing and postal duties, particularly during staff absences.

REPORTING TO: Finance Officer, Administration Officer and Deputy Chief Executive.

SUPERVISING: No direct supervisory role.

RESPONSIBILITIES: Ensuring the security of office premises, documentation, computer records and overnight cash held on a day by day basis. Compliance with the Authority's Environmental, Health & Safety, Port Marine Safety and Quality Policies. Carry out Risk Assessment/s before commencing work.

AUTHORITIES: Those delegated by the Finance and Administration Officers.