

## Accounts Payable - Senior Clerical Officer

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Company: Brook Street

Location: Ballymena

Category: office-and-administrative-support

**Brook Street (UK) Ltd are recruiting Senior Clerical Officer's on a temporary-full time basis for our leading Public Sector client Education Authority Northern Ireland based in Ballee, Ballymena.**

Senior Clerical Officers are responsible for the weekly processing of invoices on the Education Authority`s (EA) Financial System for all non-salary expenditure.

### **Duties and Responsibilities:**

To ensure that all invoices are properly authorised

Inputting of batches to EA`s payment processing systems after they have been properly authorised and coded, completing any amendments

Preparation, coding and processing all petty cash/postage claims, travel and travel expenses and the processing of all payments to contractors.

Resolving queries on outstanding invoices, suppliers` statements, staff claims and assist the Line Manager in the resolution of more difficult queries

Dealing with queries from internal/external stakeholders such as Schools and Budget Managers by emails and phones and ensuring they have been resolved.

To provide copies of Invoices when requested by Auditors, the National Fraud Initiative,

and Budget holders to assist with budget management etc.

### **Essential Criteria:**

Five GCSEs passes (grades A\*-C) or equivalent or higher

One Year`s experience in an office environment including general office duties, word processing and practical use of computers

### **Skills & Abilities:**

Ability to organise a busy workload to deliver effective results on time

Ability to communicate and work effectively with others as part of a team.

Ability to take responsive and customer focused approach to work.

Excellent ICT skills including Excel.

### **You will benefit from:**

Full training and induction

Accrue holiday hours as you work

Brook Street (UK) Ltd back-office support and mentoring

Brook Street are proud to support the Armed Forces Covenant and as such, we guarantee to interview all candidates who are veterans or spouses/partners of military personnel, and who meet all the essential criteria for the vacancy.

As a Disability Confident Leader, and holder of the Gold Award status from the Defence Employer Recognition Scheme, Brook Street, as a supplier to the Public Sector Resourcing Framework (PSR), will offer you a guaranteed interview with a PSR Sourcer.

Should you identify as a candidate with a disability and/or as a veteranspouse/partner of military personnel and meet all the essential criteria for the role, we encourage you to reach out to us via the Brook Street website. Here you will find a link to register your interest and state the role that you are interested in. We are committed to engaging with you.

In cases where we have a high volume of ex-military candidates/military spouses/partners,

who meet all of the essential criteria, Brook Street will interview the best candidates from within that group.

The rate of pay is **£12.52 per hour** and the hours of work are **9am-5pm Monday - Friday**.

If you would like to apply for this role, please upload your CV via the `Apply` link.

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