

Business Support Assistant – Level 2 (G3)

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Company: Lincolnshire County Council

Location: Lincolnshire

Category: other-general

Job Category : Admin & Clerical

Location : Lincolnshire County Council

Hours Per Week : 37.00

Start Date : Immediate start

Start Time : 09:00

End Time : 17:00

Salary: £10.79

Situated in the Schools Finance Team, the main tasks undertaken will be as follows:

To provide the Schools Finance Team with administrative support and undertake tasks during the annual closure of accounts process.

To assist with the administration of Lincolnshire County Council's Sickness Insurance Scheme. This entails checking sickness template premiums, invoicing schools, checking monthly sickness & maternity claims, preparing reimbursements of claims.

To upload Schools Forecasts on to the finance system.

To provide administrative support relating to the booking process for schools finance training.

To undertake housekeeping and monitoring tasks in the finance system.

To assist the team with work as allocated by managers of the team.

Lincolnshire County Council currently has a hybrid working model. Therefore both roles will be predominantly home based, however there will also be a requirement for weekly working from LCC's central Lincoln offices based in Lancaster House (LN1 1XX).

Experience of using excel is essential.

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