**THE HONOURABLE SOCIETY OF THE INNER TEMPLE**

**JOB DESCRIPTION**

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| **Job title** | Treasury Office Assistant |
| **Department** | Treasury |
| **Reports to** | Director of Treasury |

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| **Main purpose of role** |
| Responsible for providing efficient and effective administrative support to the busy Treasury Office team. |

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| **Duties and responsibilities** |
| Office support* Assist with supporting the Director of Treasury Office with diary management, setting up meetings and collating meeting papers
* Support the effectiveness of the office environment, by ordering office supplies; stationery; headed paper; business cards; coffee supplies; maintaining stock levels; and liaising, when required, with other departments and external suppliers.
* Maintain the organisation of the office and storerooms to ensure the safe and effective storage of materials.
* Record and manage office expenditure within allocated budgets
* Reconcile the petty cash each month
* Digital filing and cataloguing
* Process requests for event bookings over the telephone and in person (using finance software to take remote payments and make refunds)
* Send out merchandise orders
* Collate copier totals from all departments and pass them to provider
* Assist with making book signing appointments and issuing membership cards as required
* Provide administrative support on event days (such as, but not restricted to, printing, collating menu cards, printing place cards)
* Occasional minute taking to support committee secretaries

Customer Service* Respond to enquiries via telephone, email and in-person.
* Assist with monitoring and responding to enquiries that are submitted to the Inn’s main enquiries mailbox
* Process daily parking permit purchases

Projects:* Manage the Membership files signing out and in system
* Assist with administration of 6/10 year rule implementation
* Transpose from the silver collection inventory details about individual items of silver on to single cards in the Inner Temple style.

General* - To be flexible within the broad remit of the role and undertake any other duties commensurate with the grade and level within the organisation
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**PERSON SPECIFICATION**

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|  | **Essential (E) or Desirable (D)** | **Assessment method** |
| **Experience and Knowledge** |
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| Previous administration experience | E | Application/Interview |
| Experience of working in a membership organisation | D | Application/Interview |
| Minute taking experience | E | Interview |
| Experience of processing financial transactions efficiently | E | Application/Interview |
| Database input experience | E | Application/Interview |
| **Skills and abilities** |
| Customer services skills | E | Interview |
| Strong communication skills, face to face, over the phone and in writing | E | Application |
| IT Literate (Preferably MS Office) | E | Interview |
| Numeracy skills | E | Interview |
| Effective organisational skills | E | Interview |
| Team player | E | Interview |
| **Education and training** |  |  |
| Good standard of general education (GCSE standard or equivalent) | E | Application |
| **Other requirements**  |
| Able to demonstrate a commitment to the values and objectives of Inner Temple | E | Interview |
| Willing to work occasional unsocial hours as required.  | E | Interview |

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| **Date of last update** | 17/12/2024 |