



JOB DESCRIPTION: ADMINISTRATION AND FINANCE OFFICER

Job title: Administration and Finance Officer

Reports to:

- ☐ Finance Manager
- ☐ Administration Supervisor

THE ROLE:

Responsible for:

General office duties, including reception, salaries, payments, cashier duties and administrative tasks.

Task:

(a) Administrative Duties

1. Responsible for carrying out routine clerical and administrative tasks, as required by the Administration and Finance Executive.
2. Responsible for keeping up to date the Authority's employees' records including records of Sick Leave, Annual Leave and Special Leave.
3. Responsible for carrying out the duties of cashier, taking money, accounting for it and issuing receipts and banking takings.
4. Responsible for gathering and collating statistical information, as required.
5. Responsible for filing of records, documents and correspondence.
6. Responsible for preparing payments of invoices received and for keeping all appropriate records in connection therewith.
7. Responsible for raising invoices in respect of sums or fees due to the Authority and for keeping up to date all appropriate records in connection therewith.

8. Responsible for preparing salary or wages records, timesheets and other pay-related records and for calculating the pay of Employees of the Authority.
9. Responsible for preparing spread-sheets in relation to any aspect of the income or expenditure of the Authority, and for preparing any records of accounts as required by Senior Management.
10. Responsible for the efficient handling of incoming and outgoing mail, and the keeping of all appropriate records in connection herewith.
11. Responsible for handling routine correspondence under the supervision of the Administration and Finance Executive.
12. Responsible for attending to members of the public who attend at the Authority's public counters, and for dealing with any enquiries by telephone, fax or email.
13. Responsible for operating computer equipment and office equipment and for using all mechanical or other equipment, as required, in order to better perform duties appropriate to the grade.
14. Responsible for taking notes of meetings as required by Senior Management.

(b) Other Duties

1. Acting for the Administration and Finance Executive, when so required by Senior Management.
2. Assisting the Executive Officer, particularly in her absence, in handling incoming calls on the Authority's telephones, fax, email and other communications equipment.
3. Driving any Gibraltar Port Authority vehicle, if required.
4. Required to carry out any other duties appropriate to the grade, required by the Captain of the Port or Deputy Captain of the Port as well as carry out any other duties, which are required for the efficient operation of the port.