

CE Project Job Description: Finance Clerical Assistant

Job Title:		Clerical Assistant	
Tasks	Skills	Y	N
1. Data Inputting	<ul style="list-style-type: none"> Entering data received into Finance systems Accuracy and attention to detail 		
2. Filing	<ul style="list-style-type: none"> Correctly placing documents into appropriate folders on a regular basis. Maintaining files in proper order. Maintaining records of where files are located. 		
3. Work with other members of Western Care Team	<ul style="list-style-type: none"> Cooperate and work in harmony with other finance team members and broader Western Care team. Good verbal and written communication skills 		
4. Computer Applications	<ul style="list-style-type: none"> Moderate computer skills including basic knowledge of finance computer systems. Spreadsheets – utilise spreadsheets for the production of information. Email and Internet – access email and the Internet. Manage folders, send, receive and retrieve emails. 		
5. Photocopying and scanning	<ul style="list-style-type: none"> Using the photocopying machine Using the scanning machine 		

Updated: 08/07/2021