

UK NEQAS BUSINESS SUPPORT OFFICER

Grade; Admin and Clerical Grade 4
Salary; £19217- £22458
Hours per week; 37.5 over 5 days

UK NEQAS Central Office is seeking an enthusiastic highly self motivated organised individual for the post of Business Support Officer.

The successful candidate will join a small friendly team based in the UK NEQAS Department for Immunology, Immunochemistry and Allergy at the Northern General Hospital, Sheffield. The UK NEQAS organisation provides quality assessment and performance monitoring of clinical diagnostic laboratories predominantly from within the EEA, but extending worldwide for some schemes. The UK NEQAS Office co-ordinates and supports the network of 23 operating centres within the UK.

The Business Support Officer will work in a small team and will provide cover for the Executive Manager in his/her absence. The successful candidate will have at least 5 years office experience including bookkeeping/accounting experience .

Key elements of the role

- Providing PA support to the Executive Manager and President
- Providing specific clerical, secretarial and business and administrative support for the UK NEQAS Office including minute taking at UK NEQAS Board Meetings some of which will be off-site and require long distance travel
- Answering telephones as first point of contact
- Processing payments and raising invoices on SAGE 50 Accounting system
- Performing bank reconciliations
- Assisting manning the UK NEQAS trade stand at Scientific Conferences and Exhibitions.
- Maintaining and updating the UK NEQAS website in liaison with the web hosting company
- Designing and producing quarterly newsletter and promotional material
- Assisting in the development and management of the quality management system

Applicants should have at least 5 GCSE's or equivalent including English and Mathematics and educated to NVQ level 3/4 in Business Studies/Accounting or relevant qualification, demonstrate experience and competency of the Microsoft Office Suite (including word, excel, access, PowerPoint and publisher) to advanced level is essential.

This is a full time permanent position subject to a 6 months probationary period.

For further information or arrange an informal visit contact Julie Gelder, Executive Manager on 01142 611689.

To apply please download and complete an application form. **Please note we do not accept C.V's or CV attachments; all applicants must complete an application form in full.**

If you are invited for interview you will be required to provide relevant documents for identification purposes and original qualification certificates.

Closing date: 23rd April 2017

Interviews will take place on 18th May 2017

To assist with the administration of recruitment, personal data about applicants will be sorted electronically and manually, it is envisaged that information will not be held for longer than 6 months