

JOB DESCRIPTION

Job Title:	Admin Support Apprentice	
Service Area:	Support	Team: Support Team
Organisation:	Anglia Revenues Partnership	
Reports to:	Assistant Admin Manager	
Responsible for:	N/A	

Main Purpose of Job:

To provide general administrative support for the Anglia Revenues Partnership and dealing with the daily incoming documents, while undertaking a relevant vocational qualification.

Key Responsibilities:

- To undertake a relevant qualification, for example Level 3 in Business Administration
- Assist with all daily and ad hoc scanning, importing, indexing, logging and first line scrutinising of all incoming documents and post to the imaging system across the partnership
- Make certain that scanned post is filed daily and maintain confidential destruction of all documentation over 3 months old, or to the date of the oldest document showing as “new” on the imaging system
- Ensure post is opened in line with Corporate Post Opening procedures
- Maintain full and accurate records of all ‘valuable items; received and returned, ensuring same day recorded delivery where necessary.
- To deal with all outgoing post, not sent to the external mailing company.
- Ensure outgoing internal post from the section is collected and franked daily.
- Control and record documents produced against mailed documents.
- Completion of daily balancing for External Mailing provider with control and recording of documents produced or received.
- To provide admin support to the Team Managers as and when directed.
- Maintain stationery stocks and order as necessary.
- Provide support for meetings, minute taking, and setting up meeting rooms, providing cover for Management Admin etc. and supporting the Senior Management Team where required.
- To undertake any other appropriate duties as assigned by the QA and Admin management team in commensurate with the grade of this post

Note: This is a description of the job as it is constituted May 2019 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice ARP to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the aim to reach agreement to such reasonable changes with the post holder but if agreement is not possible ARP reserve the right to insist on changes to the Job Description after consultation with the post holder.