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**Greater Manchester Lieutenancy Office**

**Job Description and Person Specification**

**Job Description: Accountant and Administrator (Part Time)**

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| **Position Details** |
| **Job Title** | Accountant and Administrator |
| **Hours of Work** | 22.5 (Spread over 3 Days Mon, Tues and Wed). The hours of working are flexible to accommodate travel, and this can be a hybrid role, subject to agreement, but attendance in the office would be necessary on Wednesdays and one other day |
| **Contract Duration** | Permanent Following Successful Probation Period (3 Months) |
| **Reports To** | The Clerk to the Lieutenancy |

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| **The Lord-Lieutenant and the Lieutenancy**  |
| The Lieutenancy is composed of people who have given significant public service in one form or another. The principal person is the Lord-Lieutenant who is appointed by His Majesty The King and is his representative in the county. The Lord-Lieutenant is supported by a Vice Lord-Lieutenant and Deputy Lieutenants that she appoints.The primary role of the Lord Lieutenant is to uphold the dignity of the Crown, but she also arranges visits of the members of the Royal Family, presents medals and awards on behalf of the Sovereign, participates in civic and voluntary activities, liaises with the Armed Forces and their association of cadets and actively promotes national recognition and awards in The King’s name.The Lieutenancy office consists of three part-time staff who support the Lord-Lieutenant in her duties and act as the principle point of contact for all enquiries. This post is one of those staff. |

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| **Key Tasks**  |
| **Accounting:*** Preparing accounts.
* Monitoring and reporting systems using full Microsoft Office Suite including Excel.
* HMRC PAYE Basic Tools.

**Administration:*** Full administrative support to the team including holiday cover.
* Preparation of rotas to cover public duties.
* National Reward and Recognition assessments and ceremonies.
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