



## INSTITUTE FOR ANIMAL HEALTH COMPTON LABORATORY

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**DATA INPUT CLERK**  
**POST REF: 09/0029**

### **JOB DESCRIPTION**

The Institute for Animal Health (IAH) is one of five research institutes of the Biotechnology and Biological Sciences Research Council (BBSRC) and is at the forefront of research into animal diseases.

It is based on two sites: **Compton (near Newbury)** where this post is based, and **Pirbright (near Woking)**. In total, the Institute employs some 400 staff and, at any one time, is host to up to 50 students and visiting scientists.

### **PURPOSE**

This role is required to carry out a number of duties within the financial accounting section but primarily data entry to the computerized accounting package supporting the ledger clerks in the running of the sales and purchase ledgers.

### **JOB DESCRIPTION**

- To enter the details of sales and purchase invoices into the Great Plains accounting package
- To file all paper documents accurately
- Open and distribute the post received in the department
- To reconcile supplier statements with IAH supplier accounts
- To deal with basic enquiries from both internal and external sources
- To support Assistant Financial Accountant and Ledger Clerks to ensure the smooth running of the section.
- Assist with data cleansing in preparation for transfer of document processing to a shared service centre
- Any other duties as required

The job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and personal specification may be reviewed on an ongoing basis in accordance with the changing needs of the Human Resources Division and the Institute for Animal Health.

### **DUTIES AND RESPONSIBILITIES**

All employees shall actively participate in the IAH-wide quality assurance system in conjunction with the Institute Quality Manager. Employees are also expected to safeguard their own health and safety and security by following IAH policies and all employees are responsible for the Health and Safety and security of staff under their management.

## **QUALIFICATION AND EXPERIENCE**

### **Essential**

- Have experience of working with computers and entering data accurately
- Good Eye for detail
- Good team working capabilities
- Able to communicate with people at all levels
- To have a flexible approach
- To have the ability to use your own initiative

### **Desirable**

- To have some experience of working in a financial accounting section
- To have working knowledge of Microsoft Office
- To have good numerical skills.

## **ADDITIONAL INFORMATION**

For additional information or an informal discussion of how the Institute operates and the challenges which will face the successful candidate please telephone or write to the Institute for Animal Health, Compton, Newbury, Berkshire, RG20 7NN (tel. 01635 578411) or email [iah.vacancies@bbsrc.ac.uk](mailto:iah.vacancies@bbsrc.ac.uk).

## **BENEFITS OF THE POST**

The post is graded at Band A and is a Supervening Event Temporary Contract based around the transition to our Shared Service Centre, and is expected to last approximately 6 months. Starting salary is £13,185 to £14,650 depending on qualifications and experience. On appointment, you are eligible to join the Research Council's Pension Scheme. You have the choice of either:

- an attractive, index-linked defined benefit pension scheme that currently has a 3.5% member contribution rate. The bulk of the cost of this scheme is met by the employer:  
or
- a stakeholder pension with a contribution from the employer. Our basic contribution is based on your age, and we pay this regardless of whether you choose to contribute anything. You do not have to contribute if you do not wish to but, if you do, we will also match your contributions up to an additional 3% of pay.

Annual leave is 27 days on appointment (pro-rata) plus 10.5 days public and privilege holidays. The Institute has a subsidised child care scheme, staff restaurants and free parking. Staff work a 37 hour week, Monday to Friday.

**Closing date:** 17<sup>th</sup> March 2010