



JOB PACK

JOB DESCRIPTION

JOB TITLE: Assistant to Director of Treasury Office

REPORTING TO: Director of Treasury Office

ROLE PURPOSE

This role provides administrative and secretarial support to the Director of Treasury Office (DTO) who is directly accountable to the Sub-Treasurer) as well as supporting income producing streams from filming and merchandise.

KEY DUTIES

Secretarial and Administrative Support

- Assisting the DTO in complex diary management for the Inn's central diary of events
- Drafting, distribution and filing of agendas for the committees and working parties of which the DTO is Secretary
- Drafting correspondence and other secretarial duties as required
- Organising travel arrangements (UK) for the DTO and front office staff
- Minute taking of meetings as required
- Preparing communications to Inner Temple residents for Treasury related matters
- Co-ordinating the tri-annual election process for the Bar Liaison Committee
- Setting up meetings
- Weekly invoice processing, credit card reconciliation and assisting in maintaining financial records for the Treasury Office's bi-annual budget rounds
- Managing with other key staff the Inn's Amazon business account
- Daily till reconciliation and monthly petty cash reconciliation
- Using templates, preparing newspaper notices, checking national newspapers for obituaries and notices about Inner Temple members
- Maintaining office equipment and stationery stocks
- Assisting with ad hoc administrative duties as required
- Attending Inn's events and functions as required
- Sharing the common duties in the front office with the other staff, such as directing telephone calls to other departments, fetching the post, filing, issuing parking permits, covering front office duties when necessary

Filming

- Acting as first point of contact for all filming enquiries.
- Maintaining and updating the filming pages of the website
- Co-ordinating filming and photography productions including liaising between various departments over logistical, security, and unit base arrangements
- Collating special terms for filming contracts
- Tracking and filing all related documentation (PLI, drone licences, risk assessments, animal welfare checks, NDAs)
- Issuing invoice and return of damage deposit requests
- Liaising with Inner Temple residents and drafting detailed information notices
- Attending occasional external networking events

Merchandise

- Researching and sourcing new lines of merchandise and negotiating best prices
- Maintaining stock levels and doing the annual stock take
- Maintaining the merchandise pages on the website
- Managing the Zonal till system and adding new stock items through the backend of the till system and creating monthly sales reports and running stock level checks
- Maintaining the merchandise storerooms and display cabinets
- Fulfilling orders both made in person and online (processing, picking and packaging, shipping, and handling returns.
- Liaising with the Social Media and Communications Co-ordinator over merchandise adverts and campaigns

Yearbook

- Co-ordinating the Inn's Yearbook publication.
- Managing the flow of work and timeline for delivery
- Collating copy from other departments
- Liaising with the designer
- Proofreading articles
- Image sourcing and ensuring image licences are in place
- Page planning and layout
- Assisting with advertising sales when required

PERSON SPECIFICATION

	Essential (E) or Desirable (D)	Assessment method
Experience and Knowledge		
Previous demonstrable experience in an administration or secretarial role	E	Application/Interview
Experience of working in a membership organisation	D	Application/Interview
Experience of working on publications	D	Application/Interview
Used to dealing with highly confidential information	E	Interview
Minute taking experience	E	Application/Interview

Experience of acting as a first point of contact for a wide range of people	E	Application/Interview
At ease in a high-profile environment and with senior figures in the legal profession, judiciary, government and academia	E	Application/Interview
Skills and abilities		
Eye for detail and a high standard of accuracy	E	Application
Numeracy skills	E	Interview
Strong communication skills, face to face, over the phone and in writing	E	Application /Interview
IT Literate (Preferably MS Office and databases) and a proven ability to learn new software applications	E	Interview
Able to communicate at all levels with tact and discretion	E	Interview
Exceptional time management – able to prioritise and work under own initiative	E	Interview
Excellent attention to detail	E	Application/Interview
Team player	E	Interview
Confident and articulate	E	Interview
Flexible and adaptable	E	Interview
Education and training		
Degree or equivalent by experience	D	Application
Other requirements		
Able to demonstrate a commitment to the values and objectives of Inner Temple	E	Interview

November 2025

Assistant to Director of Treasury Office

Terms of employment

Salary:	£27,553 per annum
Annual leave:	25 days per annum plus Bank Holidays and discretionary Christmas Closure
Working hours:	9am until 5pm, Monday to Friday. Some out of hours working may be required.
Location:	Treasury Building, Inner Temple

Other benefits:

Non-contributory pension benefit

Season Ticket Loan and Cycle to work available after probationary period has been completed.

Free lunches at work when the Inn's kitchens are open, a taxed daily luncheon allowance provided when they are closed

Employee Assistance Programme

Wellbeing Activities

Group Life Assurance

Private Health Insurance available if employee opts in