



JOB DESCRIPTION

JOB TITLE: Treasury Office Assistant
REPORTING TO: Member Events and Administration Manager

ROLE PURPOSE

Provides administrative and secretarial support to Member Events team and the wider Treasury Office

DUTIES AND RESPONSIBILITIES

Administration Support

- Process event bookings on database including solving booking errors, processing payments and refunds.
- Support on all event days e.g. printing and collating menu and place cards, occasional event attendance.
- Support admission administration.
- Update electronic membership records to ensure accuracy in line with regulatory, GDPR and retention policies.
- Digital filing and cataloging.
- Reset members' website login credentials
- Update the Inner Temple website news and events pages.
- Check and maintain office supplies and stock levels of stationery, headed paper, business cards, coffee supplies and event material stocks, liaising with other departments and external suppliers as required.
- Maintain the office and storerooms to ensure the safe, organised and effective storage.
- Fulfil merchandise orders.
- Monthly petty cash reconciliation.
- Collate copier totals from all departments (three monthly) and log onto providers' website.
- Seek to continuously improve administration processes, making suitable recommendations to the Member Events and Administration Manager.

Duties and responsibilities

Customer Service:

- Respond to telephone, email and in-person enquiries.
- Monitor the general enquiries and events email inboxes and triage to colleagues and departments e.g. to the Education and Training Department regarding qualifying sessions and scholarships enquiries.
- Process daily parking permits.

Other responsibilities:

- To be flexible within the broad remit of the role and undertake any other duties commensurate with the grade and level within the organisation.
- Members of the Treasury Office work as a team and while certain tasks have been allocated to specific individuals, it is important that the team works together to meet operational requirements.

PERSON SPECIFICATION

	Essential (E) or Desirable (D)	Assessment method
Experience and Knowledge		
Previous administration experience	E	Application/Interview
Experience of working in a membership organisation	D	Application/Interview
Experience of being the “first point of contact”	E	Application/Interview
Experience of processing financial transactions efficiently	E	Application/Interview
Database input experience	E	Application/Interview
Skills and abilities		
Customer services 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)	E	Application/Interview
Numeracy skills	E	Interview
Effective planning and organisational skills	E	Interview
Attention to detail	E	Interview
Team player	E	Interview
Education and training		
Good standard of general education (GCSE standard or equivalent)	E	Application
Other requirements		
Able to demonstrate a commitment to the values and objectives of The Inner Temple	E	Interview
Willing to work occasional unsocial hours as required.	E	Interview

Date of last update	29/01/2026
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Treasury Office Assistant
Terms of employment

Type of contract:	Fixed term contract for 6 months
Salary:	£ per annum (pro-rata for period of employment)
Annual leave:	25 days per annum plus Bank Holidays (pro-rata for period of employment) and discretionary Christmas Closure
Working hours:	9am until 5pm, Monday to Friday
Location:	Treasury Building, Inner Temple

Other benefits:

Non-contributory pension benefit

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

Employee Assistance Programme

Group Life Assurance