

10 FINANCE DEPARTMENT - CHANGES TO ESTABLISHMENT (AN341-2003)

The Director of Finance and Director of Personnel and Management Services have reviewed the staffing requirements of the Word Processing and Insurance and Risk Management sections. In order to maintain an appropriate level of staffing in each section, in line with current and anticipated workloads, it is proposed to establish one post of Insurance and Risk Management Assistant, grade GS3/AP1, £13,650 - £15,204, and the deletion of one vacant post of Word Processor Operator, graded GS3, £13,650 - £14,211.