



## **FINANCE & ADMINISTRATIVE ASSISTANT**

### **JOB DESCRIPTION**

Line Manager: Town Clerk

#### **Description of the Post:**

The Administrative Assistant supports the Town Clerk to carry out the functions of the Town Council to secure its aims and objectives, working with the Clerk to ensure that the statutory and other provisions governing or affecting the running of the Council are observed. This includes supporting the Clerk to produce information required for making decisions and assisting the implementation of those decisions. The taking and production of minutes at the monthly Full Council and Planning and Payments Committee Meetings, updating the Council website and other council social media. Financial data input. Working with other stakeholders to ensure that the needs of the Town Council are being adequately met. Also required to provide holiday cover for the Town Clerk and one other member of staff.

#### **Duties and Key Responsibilities:**

##### General Duties

- To work under the supervision of the Clerk on the full range of tasks required by the Council and to deputise for the Clerk in their absence in accordance with current Council policies
- To cover another colleague's duties during periods of absence when required
- General office administration including answering phone and email queries in connection with Leisure Centre bookings or other Council related matters
- To work in accordance with the Council's Health & Safety Policy and to ensure that its obligations for Risk Assessments are met
- To assist with the procurement of goods and services, obtain quotes and place orders for supplies and works as instructed by the Clerk, and to monitor as appropriate
- To expand and update the Council's website and other social media sites and update as necessary
- To keep the Council's noticeboards up to date as required
- To assist with the management and operation of Hawley cemetery including ensuring completion of the registers and documentation required
- To assist in the production of agenda for the Full Council and Planning & Payments Committee Meeting
- The taking and production of minutes for Full Council and Planning & Payments Committee Meetings (Monday evenings)
- Occasional Clerking of meetings in the absence of the Clerk
- To deal with enquiries from members of the public
- To visit premises, open spaces and meet with Council contractors, as directed by the Clerk

##### Finance

- Issue invoices to regular and casual hirers in accordance with the Councils Financial Standing Orders using Rialtas RBS
- Process cheques and cash and ensure prompt banking

BLACKWATER AND HAWLEY TOWN COUNCIL

- Regularly enter invoices onto Rialtas RBS system and produce regular schedules of payments for authorisation by Planning & Payments Committee
- Carry out regular reconciliations of petty cash, bank accounts and card machine payments
- Assist the Clerk with annual internal and external audits
- To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post not identified above.

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### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A good standard of literacy and numeracy (GCSE grades C or equivalent)</li> <li>• Working knowledge of current IT and computer systems (Microsoft Office including excel)</li> <li>• Sound knowledge of administrative procedures</li> <li>• Ability to communicate clearly and effectively orally and in writing</li> <li>• Track record of continued learning and development</li> <li>• Accounts including book keeping, cashbooks, sales and purchase ledger</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised qualification in Local Government administration</li> <li>• Understanding of local government issues</li> <li>• Knowledge of Blackwater &amp; Hawley Council or other councils</li> <li>• Experience in administering and editing websites</li> <li>• Ability to update social media platforms</li> <li>• Previous experience of minute taking and servicing committees</li> <li>• Accounting software – experience of using the Rialtas Suite of accounts and bookings software</li> </ul>
<b>Planning &amp; organisation</b>	<ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Prioritise workloads and set personal deadlines</li> <li>• Plan and work efficiently under pressure</li> <li>• Assimilate information clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Act with initiative and imagination when circumstances demand</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Work effectively in a team environment</li> <li>• Able to build and develop positive relationships and demonstrate good personal skills</li> <li>• Demonstrate the need for confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage a team effort capable of contributing to the aims and objectives of the council</li> <li>• Experience of dealing with confidential matters</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work with a wide range of people with diplomacy and tact</li> <li>• Strong interpersonal skills</li> <li>• Methodical and thorough approach to tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving abilities</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Be adaptable and able to respond to changing demands/circumstances</li> <li>• Willingness to undertake training relevant to the position</li> <li>• Availability to attend evening meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of a valid driving licence, access to a vehicle for use in connection with their employment</li> </ul>

## **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

Contract status:	Part Time, Tuesday – Thursday 8.30am – 5pm (1 hour lunch)
Salary:	SCP 11 - £11.50/hr (£22,129) to SCP 13 - £11.97 (£23,023) Actual £13,445 - £14,005 paid monthly by BACS on the 28 <sup>th</sup> of the month
Place of Work:	Based at Hawley Leisure Centre but required to visit other Council sites
Working Hours:	22.5 hours per week.
Leave Entitlement:	The annual leave entitlement for this post starts at 21 days per annum for a new entrant to the Service of the Council, plus two extra statutory days and public holidays rising to 25 days after five years' service.
Pension:	From commencement of employment, membership of the Local Government Pension Scheme if thresholds are met.
Training:	The Council will sponsor relevant job-related training (subject to budget constraints).