

**Job Title:** Administration Assistant

**Reporting To:** Town Clerk

**Working Hours:** 15 hours per week, afternoons 3hrs per day, Monday to Friday.

**Salary Grade:** SCP 12 to 16

**Brief summary:** Principal responsibility for the post holder will be carrying out all aspects of office administration and clerical work for the Council. Duties include typing, filing, book keeping, responding to enquiries on the telephone, in writing and in person from residents and partner organisations.

The post holder must be prepared to work occasional evening and weekends (for example the Civic Service) for which time will be given off in lieu.

**Main / Regular Duties**

1. Answering telephone/ written / personal enquiries.
2. To meet and greet members of the public and visitors to the Town Council and provide assistance.
3. To provide an office hours presence when open to the public.
4. To provide reliable and confidential support to the Town Clerk.
5. Taking bookings for the hire of Council facilities.
6. To take payments for Council services by cash and cheque.
7. Issuing invoices and receipts.
8. Assist the Clerk in the administration of all areas of the Town Council.
9. When requested, to co-ordinate/project-manage/research projects/tasks being undertaken by the Town Clerk and provide administrative support for such tasks/projects.
10. Maintenance of book keeping records.
11. Filing and photocopying.
12. Preparation of agendas, the assembly of meeting papers and the distribution of meeting packs to Councillors.

- 13.To support meetings of the Council by preparing the papers, addressing action points from the meeting on behalf of the Council and submitting comments as directed to Central Bedfordshire Council.
- 14.Minute taking.
- 15.To support and assist with the efficient management, development and administration of Pottton Town Council Cemetery.
- 16.To support and assist with the efficient management, development and administration of Pottton Town Council Allotment site.
- 17.To update the Council website.
- 18.To support and assist with the production of the Town Council newsletter including:
  - Liaising with local people and groups to obtain articles.
  - Liaising with the newsletter deliverers.
  - Developing ways in which to improve the Council's communication with the local community through the newsletter.
- 19.Report highways and environmental issues, including liaison with Central Bedfordshire Council over day-to-day issues to improve the appearance of the town.
- 20.To support Council supported activities, including Christmas Lights.
- 21.Willingness to undertake Professional Development and this will include the completion of ILCA - Introduction to Local Council Administration.
- 22.Other duties as allocated by the Council deemed appropriate to this role.

## Person Specification

Competency	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Good general education: 5 GCSEs or equivalent including Maths and English.</li> <li>• Commitment to complete study for Introduction in Local Council Administration.</li> </ul>	
Skills and knowledge	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• General administration and presentation skills.</li> <li>• Good working knowledge of Microsoft systems.</li> <li>• Ability to work effectively with members of the Council, staff and a range of stakeholders.</li> <li>• Practical experience of local government financial procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous local government experience.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Managing a range of activities to deadlines within pre agreed timescales within changing priorities.</li> <li>• Proven excellent customer service skills.</li> <li>• Practical experience of servicing committees.</li> <li>• Proven organisational skills with a high level of accuracy.</li> <li>• Fully competent in using standard software systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using accounting packages.</li> <li>• Experience of using RBS Omega Accounting System for local councils.</li> <li>• Experience of working in a political, public sector environment.</li> <li>• Experience of minuting meetings.</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work flexibly within a team and contribute to team ideals.</li> <li>• Ability to establish good customer relationships.</li> <li>• Methodical and accurate approach.</li> <li>• Ability to work on own initiative and complete tasks without supervision.</li> <li>• Honesty, integrity and trustworthy.</li> </ul>	
Special Requirements	<ul style="list-style-type: none"> <li>• Flexibility to attend evening meetings and civic events as and when required.</li> <li>• Commitment to personal professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Full Clean Driving Licence.</li> <li>• Car Owner.</li> </ul>