

**Prudhoe Town Council**  
**Role Profile**  
**Administrative Officer**

**Purpose**

- Provide administrative and clerical support to the Clerk and the council.
- Assist the Clerk to carry out his/her responsibilities and carry out delegated tasks as and when required.
- Assist the Clerk in the production of information required for making effective decisions
- Report to the clerk and deputise for the Clerk as and when required

**1. Statutory Responsibilities**

- a) To contribute to the observation of legal, statutory and other provisions governing or affecting the running of the Council, and to advise the Clerk accordingly.
- b) To advise the Council in relation to its legal obligations with reference to financial administration and transparency.

**2. Administrative Responsibilities**

- a) To ensure all cemetery paperwork is completed and processed accurately and ensure that cemetery records and deeds are maintained and audited.
- b) To assist the Clerk in the efficient running of the Town Council office, reviewing and monitoring systems, processes and procedures and updating where appropriate, making best use of appropriate information technology. To ensure appropriate financial administration systems are in place.
- c) To assist the Clerk as Responsible Financial Officer to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
- d) To work under the supervision of the Clerk as Responsible Financial Officer in managing the Council's cash flow and accounts
- e) To prepare, in consultation with the Clerk and appropriate members, agendas for meetings of the Council and Committees and to prepare minutes for approval for those areas of work delegated to the Administrator.
- f) To contribute to the receipt of correspondence and documents on behalf of the Council and to deal promptly with the correspondence or documents or similarly bring such items to the attention of the Council.
- g) To issue general correspondence in the name of the council or Clerk under the supervision of the Clerk or the council.

**Prudhoe Town Council**  
**Role Profile**  
**Administrative Officer**

- h) To prepare under the direction of Clerk and the Chair, notices, promotional material, social media posts or adverts about the activities of, or decisions of, the Council. Ensure posters/noticeboards are kept up to date.

**3. Other Responsibilities**

- a) To draw up and issue notices of contracts for services, in consultation with the Clerk and Elected Members, and to procure services according to the council's standing orders and government guidelines.
- b) To liaise with contractors and the County Council regarding procurement and fulfilment of contracts, the provision of services and the maintenance and repair of Town Council assets, for those areas of work delegated to the Administrator.
- c) To liaise with other organisations and stakeholders in pursuance of the responsibilities of the Administrator.
- d) To deal with enquiries from the public about council services/activities and refer them to other agencies/services where appropriate.
- e) To administer the Town Council's Grant Aid Scheme and TV License Scheme.
- f) To work under the supervision of the Clerk in actively pursuing any opportunities for inward investment and grant aid which may match the Council's priorities.
- g) To manage and update the Council's website under the supervision of the Clerk.
- h) To undertake personal development, attend training courses and conferences related to the work and role of the Administrator as required by the Council.
- i) To undertake any specific projects from time to time at the request of the Council, including Prudhoe in Bloom and the Events Committee.
- j) To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.