



JOB DESCRIPTION – ADMINISTRATION OFFICER

- Location:** Town Council office, Billingham Library & Customer Service Centre.
- Working Hours:** Monday to Friday – 4 hours per day, 20 hours per week
Extra hours may be required dependant on business needs including evening, bank holiday & weekend work
- Salary:** SCP 3 - £9.62/hour (£18562 per annum pro-rata)
- Responsible to:** Deputy Town Clerk

Overall Responsibilities:

Under the supervision of the Deputy Clerk carry out a varied range of duties in relation to the Council's transactions and activities and to assist in complying with the Council's statutory requirements to maintain proper accounting records and systems.

Providing general all round clerical support and computer/typing assistance within the Town Council office on a varied programme of services and activities.

Specific Responsibilities:

1. Assisting and dealing with enquiries from the general public and whenever necessary providing support and assistance to ensure the effective running of the office.
2. Dealing with core clerical and support duties in the Town Council's office including photocopying; filing; duplicating; collation and distribution of agendas, minutes and reports; postal and other associated duties.
3. Fully competent in the use of computers for word processing; emailing; scanners and answering telephones and any other new technology used by the Council which may involve expanding or improving areas of their operation.
4. Maintain and enter data into spreadsheets, databases and other electronic information systems, extract and distribute information as directed ensuring accuracy and confidentiality.
5. Regularly update and help with management of the Council's official website, and to help with the development of Powerpoint presentations as required.

6. Assist when necessary in the planning and arranging of activities and community events.
7. To take bookings re: Town Council's buildings, as well as taking recording and reporting any repairs or maintenance necessary to the appropriate person until a successful outcome is achieved.
8. Liaise with the appropriate staff to ensure buildings are set up ready for customers.
9. To undertake a range of financial tasks as required including receiving, checking, and recording on the computerised and manual finance systems all monies received by the Council.
10. Dealing with all expenditure transactions via the RBS computerised and manual systems including processing invoices for payment and ordering of goods when required.
11. Prepare agendas for the meetings of the Council and its Standing Committees/Sub Committees, prepare minutes for approval and set up the meeting room as and when required.
12. To assist the Town Clerk/Deputy Town Clerk to carry out any "follow up" actions resulting from Council minutes.
13. Control confidential papers, ensuring safe retention, duplication and transmission.
14. Regularly update and assist in the management of the Council's website and Facebook pages.
15. To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

Other responsibilities

16. To attend training courses on the work and role as required.
17. To undertake specific projects from time to time at the request of the Town Clerk/Deputy Town Clerk.
18. 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.

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to post may vary from time to time without changing the general character of the role and duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**ADMINISTRATION OFFICER
PERSON SPECIFICATION**

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent including relevant professional qualifications where appropriate. • Commitment to complete study for Introduction in Local Council Administration 	
Skills and knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • General administration and presentation skills • Good working knowledge of Microsoft systems • Ability to work effectively with members of the Council, staff and a range of stakeholders 	<ul style="list-style-type: none"> • Practical experience of local government financial procedures
Experience	<ul style="list-style-type: none"> • Experience of using accounting packages. • Managing a range of activities to deadlines within pre agreed timescales within changing priorities. • Proven excellent customer service skills • Proven organisational skills with a high level of accuracy • Fully competent in using standard software systems 	<ul style="list-style-type: none"> • Experience of using RBS • Experience of working in a political, public sector environment
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly within a team and contribute to team ideals. • Ability to establish good customer relationships • Methodical and accurate approach • Ability to work on own initiative and complete tasks without supervision 	

	<ul style="list-style-type: none">• Honesty, integrity and trustworthy	
Special Requirements	<ul style="list-style-type: none">• Flexibility to attend evening meetings and weekend events/activities as and when required• Commitment to personal professional development	