

CLAY CROSS PARISH COUNCIL – JOB DESCRIPTION

Post: Administrative Assistant

To assist the Parish Clerk in carrying out the work of the Parish Council, especially administrative, clerical and secretarial duties.

Accountable To:

Parish Clerk and Members of the Parish Council

Supervisory Responsibilities:

None

Duties and Responsibilities – Specific:

- Provide full clerical and secretarial support to the Parish Council including dealing with correspondence on behalf of the Parish Council
- Act as Secretary to the Cemetery, Planning & Environment, Street Scene, Climate Change and Social Centre Working Groups. Including taking minutes of meetings and ensuring that action points are carried out
- Overseeing the Parish Council Allotments including ensuring Allotment Tenants are adhere to the Allotment Rules & Regulations; carrying out inspection visits, ensuring rents are paid on time and maintaining the register of Allotment Tenants
- Maintaining Parish Council filing systems – both paper based and computerised
- Supporting the Parish Clerk to manage the Parish Council Finances, including inputting income and expenditure onto EDGE IT Finances and supporting Year End Reporting
- Drafting responses to planning applications on behalf of the Parish Council
- Undertaking procurement for the Parish Council including placing orders for general goods and services, together with drafting and reviewing Tenders in accordance with good practice and financial regulations for largescale purchases
- Attending Parish Council Meetings (some meetings take place in the evening), distributing Minutes and carrying out action points as required
- Undertaking reception duties and operate telephone systems, monitoring and responding to calls as required
- Dealing with queries, complaints, and requests for information from members of the public and also from other sources such as Councillors and officers of other organisations, both in person, by telephone and in writing; promote good public relations for the Parish Council in the way these are handled
- Supporting the operation of the Council's activities including Clay Cross Social Centre, allotments, luncheon club and the TV licence reimbursement scheme

- To deputise for the Parish Clerk covering holidays and absence
- To support the development of the Parish Council's website and social media presence including sourcing and liaising with web development agencies

Duties and Responsibilities – General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- To co-operate with the Parish Council in complying with relevant Health & Safety legislation, policies and procedures in the performance of the duties of the post
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post

CLAY CROSS PARISH COUNCIL PERSON SPECIFICATION

Post: Administration Assistant

Requirements	Essential/Desirable
Knowledge	
Ability to use Microsoft Office (Word, Excel)	Essential
Ability to use IT based Accounting Package eg. SAGE, QuickBooks or EDGE IT	Desirable
Skills	
Excellent communication skills, verbal and written	Essential
Understanding of Social Media (Facebook, website)	Essential
Experience	
Experience of taking Minutes of meetings	Essential
Experience of acting as a Secretary to Committees and/or Boards, Clerk to School Governors	Desirable
Understanding of Local Government Regulations and/or experience of working in Local Government	Desirable
Experience of procurement including sourcing suppliers and drafting Tenders	Desirable
Experience of dealing with a wide range of stakeholders including members of the public, private and public sector organisations and local Councillors	Desirable
Attributes	
Flexible and adaptable approach to work	Essential
Confident and ability to work on own initiative	Essential
Attention to detail	Essential
Qualifications	
GCSE Maths and English	Essential
Level 2 IT Skills eg. ECDL or similar through experience	Essential
Willingness to work towards the Introduction of Local Council Administration (ILCA) Level 2 Award	Essential