

## **ILMINSTER TOWN COUNCIL JOB DESCRIPTION**

<b>Post:</b>	Administration Officer
<b>Normal Hours of work:</b>	37 hours per week
<b>Grade / Salary:</b>	Scale point 5-8 inclusive of the NJC Salary Point Scale (April 2020) £19,312 – £20,493
<b>Line Manager</b>	Town Clerk
<b>Responsible for:</b>	No Line Manager responsibilities at present
<b>Purpose of Job:</b>	To perform general administrative and finance duties and provide support as and when required to the Town Clerk, Deputy Town Clerk and Town Council.

### **Management and Relationships**

The Administration Officer is managed by the Town Clerk. There will be frequent contact with other Town Council employees, Councillors and members of the public.

### **Service and Operational Responsibilities**

#### **1. Finance Administration**

- Undertake basic financial processes e.g. raising purchase orders, raising invoices, recording invoices received
- Administration of incoming invoices ensuring payment is made in a timely manner
- Running financial reports on the Town Council's finance software
- Administering the Petty Cash
- Monthly reconciliations

#### **2. Meetings**

- Book venues and source equipment as required
- Assist with publicising meetings
- When required, assist with the preparation and distribution of meeting agendas, minutes and action lists within agreed timescales
- Provide administrative support to the Council, committee meetings and working groups as agreed with the Town Clerk, including attending meetings, taking minutes as required and implementing required actions
- Attend meetings, which are usually held on Tuesday evenings, as agreed with the Town Clerk

#### **3. Reception**

- Greeting and assisting Town Council visitors
- Handling, politely and effectively, enquiries from the public, this may be face to face or on the telephone or via email
- Action incoming emails on the Town Council email, as well as direct, as appropriate
- Recording and follow up of reports made by members of the public

#### **4. Mayor's Admin Support**

- Managing the engagement diary, in consultation with the Mayor
- Co-ordination of Mayor's visits and appointments

- Preparation of correspondence
- Assist in planning, organising and advertising Civic Events within agreed timescales and to budget

#### **5. Councillor Support**

- Updating Councillor information e.g. contact details
- Maintaining Councillor's Register of Interest information
- Arranging training for Councillors and maintaining training records

#### **6. Website**

- Updating the Town Council website on a regular basis
- Adding all formal meeting documents to the Town Council's website

#### **7. Events and Competitions**

- Assist with the planning, organising and advertising of Town Council events and competitions within agreed timescales and to budget

#### **8. Market**

- Collecting pitch fees at the weekly market
- Handling enquiries from stall holders and potential stall holders
- Ensuring traders insurance is up to date

#### **9. General Administrative Duties**

- Action all incoming and outgoing post, including timely distribution
- Filing and archiving (maintaining records, filing systems, and computer files)
- Photocopying and scanning
- Writing and despatching routine and straightforward letters
- Handling bookings for the Market House, Council Chamber etc
- Write procedures and practices relating to the role and keep under review, updating when necessary
- Answering the telephone
- Ordering goods and services

Your role will require you to be an active participant in staff and team meetings, to maintain and develop personal skills, knowledge and expertise related to the role and to undertake training as agreed with the Town Clerk. To be familiar with relevant Town Council policies and working practices and adhere to them, including those relating to health and safety, discrimination, and equalities, to undertake such other duties as may from time to time be reasonably allocated to the post holder.

The duties and responsibilities given above are the key duties and responsibilities for the post of Administration Officer and they are subject to regular review. Any significant changes to the role will only be made after consultation.