

# Newhaven Town Council



## JOB DESCRIPTION

**Post Title:** Administration and Finance Officer

**Accountable to:** Deputy Clerk

**Responsible for:** N/A

**Salary Grade:** SCP 16-21

**Job summary:** To support the Deputy Town Clerk in the day-to-day management of the reception and general office.

To maintain Council standards in relation to office management, front desk support and excellent customer service.

To undertake a range of project work and support work and deal with a wide range of queries from the public and Elected Members with regard to the business of the Council and partner organisations.

**Functional relationships:** Town Clerk for general direction and leadership.

Deputy Town Clerk for line management and support with day-to-day duties.

Elected Members for assistance with information and queries.

External customers and representatives of partner organisations.

### Key responsibilities:

1. To ensure that the Council's finances are effectively managed and monitored.
2. In conjunction with the Town Clerk, assist with budget preparation and monitoring.
3. To support in payroll activity.

4. To complete all statutory and financial returns and other returns as appropriate.
5. To co-ordinate all issues of income and expenditure for Council services, as required.
6. To undertake in-house probity checks, such as petty cash, stock checks and any other checks as directed by the Deputy Clerk or Town Clerk.
7. To co-ordinate internal audit arrangements.
8. To manage the office environment, including public and meeting areas.
9. To undertake reception, telephone and email answering duties.
10. To co-ordinate customer complaints and feedback.
11. To prioritise work as directed by the Deputy Clerk or Town Clerk.
12. To provide secretarial and administrative services.
13. To co-ordinate the Mayor's diary and engagements, and provide support services for the Elected Members when required by the Town Clerk.
14. To support with project and research work as required.
15. To lead on the administration of the allotment service.
16. To support with minute taking at meetings after appropriate training.
17. To maintain Council records relating to visitors to the building, fire checks, alarm testing, lift maintenance, etc.
18. To deal with cemetery bookings.
19. To manage diaries and payments for the Halls service.
20. To provide periodic support at evening committee meetings.

**General / Legal:**

21. To observe and work in line with Health and Safety legislation and Fire Regulations.
22. To observe and work in line with Equalities and Human Rights legislation.
23. To undertake any reasonable duties directed by the Town Clerk which are commensurate with the salary grade.
24. The post carries a casual car user mileage allowance.

**Contractural:**

25. The hours of work are agreed as advertised and in the contract of employment. However, due to the range of duties involved with this post a level of flexibility is required.
26. Occasional evening and weekend work is required, for which, advance notice will be given.
27. The post holder is required to give the Council one month's written notice of termination of employment.

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## PERSON SPECIFICATION

**Post Title:** Administration and Finance Officer

<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	
<ol style="list-style-type: none"><li>1. Book keeping and financial procedures</li></ol>	<ol style="list-style-type: none"><li>2. How cemeteries are managed</li><li>3. How local government (local councils) work</li></ol>
<b>Experience</b>	
<ol style="list-style-type: none"><li>1. Administration and IT (particularly Excel and Word)</li><li>2. Good team working skills</li><li>3. Good leadership skills</li><li>4. Experience in administration</li><li>5. Experience of book keeping and accounts</li><li>6. Demonstrated capacity to achieve work targets.</li><li>7. Experience of working with databases</li><li>8. Experience of handling sensitive information</li></ol>	<ol style="list-style-type: none"><li>9. Experience of using RBS financial management software</li></ol>
<b>Skills and communication</b>	
<ol style="list-style-type: none"><li>1. Ability to multi-task</li><li>2. Excellent interpersonal and communication skills</li><li>3. Excellent oral and written communication skills</li><li>4. Ability to exercise judgment and make decisions</li><li>5. Desire to achieve results</li><li>6. Ability to work with a wide range of customers in a clear and sensitive manner</li></ol>	<ol style="list-style-type: none"><li>7. Minute taking</li><li>8. Maintaining websites and uploading content</li></ol>

**Attributes**

1. Willingness to take part in training
2. Commitment to Equalities and diversity
3. Ability to use initiative and find creative solutions to problems
4. Commitment to excellent customer service

**Other**

1. Prepared to have an enhanced CRB check with clearance
2. Car user and full driving license