

## **Bingham Town Council**

### **Part time Administration Clerk**

#### **Person Specification**

##### **Essential**

Good communication skills  
Use a PC confidently (Word, Access, Publisher and Excel)  
Flexible about working pattern  
Good typing and keyboard skills

##### **Desirable**

IT skills, particularly DTP  
Administrative experience

#### **Job Description**

Post Title: Administration Clerk  
Responsible to: Town Clerk  
Hours of work: 12 hours per week  
Grade: 2/3  
Salary: SCP 11 - 17 pro rata

#### **General Duties**

Town Office Administration to include:

Preparation of payroll – weekly and monthly. Completion of returns to Inland Revenue (Tax and N.I.) , Nottinghamshire County Council (Superannuation) & Additional Voluntary Contributions (AVC). Including maintenance of sickness, holiday records and any other records relating to payment of wages and salaries.

Answer general telephone enquiries

Arrange burials with funeral directors, grave-diggers/monumental masons/Council's groundsmen.

General routine maintenance of office equipment ie. ink, paper etc. contacting engineers when & where appropriate.

To assist with organisation of Promotional Events :

Christmas Fair  
Christmas Lights  
Festive Window Competition  
Mayor's Christmas Carols  
Town Summer Fair  
Town Guide bi-annual  
Any other Promotional Events

Reception Duties - public enquiries eg. General and inspection of planning applications, accounts, consultations, displays etc. along with customers reports/complaints. Sale of Maps.

Booking in of mail and distributing accordingly.

Preparation of weekly cheques.

Administration tasks associated with activities undertaken by the Council e.g. Allotments, Cemetery, Planning, Environment, Promotion and Recreation.

Other administrative tasks as allocated including typing a variety of documents.

Attendance at Civic Functions & Promotional activities as and when required.