

Bingham Town Council

Part time Administration Assistant

Person Specification

Purpose of Job

To undertake a range of administrative, promotional and other related tasks, ensuring the delivery of the work of the Town Council and assisting the Town Clerk in the day to day running of the Town Council.

Essential

Good communication skills
Use a PC confidently (Word, Access, Publisher and Excel)
Use of accountancy software
Flexible about working pattern
Good typing and keyboard skills
Methodical approach to work
Key member of staff within a small team

Desirable

IT skills
Administrative experience
Social Media in the workplace
Website content editing

Job Description

Post Title: Administration Assistant
Responsible to: Town Clerk
Hours of work: 16 hours per week
Grade: LC-LC1 Below Substantive
Salary: SCP 1 - 6 pro rata

General Duties

Town Office Administration to include:

- Answer general telephone enquiries
- Reception Duties - public enquiries e.g. general and inspection of planning applications, consultations, displays etc. along with customers' reports/complaints.
- Booking in of mail and distributing accordingly.
- Arrange burials with funeral directors, grave-diggers/monumental masons/Council's groundsmen.
- General routine maintenance of office equipment, i.e. ink, paper etc., contacting engineers when and where appropriate.
- Taking minutes at Committee meetings as and when necessary.
- Administration tasks associated with activities undertaken by the Council and its Committees, e.g. Allotments, Cemetery, Planning, Environment, Promotion and Recreation.
- Other administrative tasks as allocated, including typing a variety of documents.
- Recording of health and safety data
- Data entry and accurate record keeping
- Website content updates
- Updating of social media channels under the direction of the Clerk

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Preparation of Monthly Payroll

- Calculating salaries including updating of sickness, holiday records and any other records relating to payment of salaries.
- Completion of returns to Inland Revenue (Tax and N.I.), Nottinghamshire County Council (Superannuation) and Additional Voluntary Contributions (A.V.C.), including reconciliations.
- Year-end duties, e.g. production of P60's .

Accounts Administration

- Preparation of weekly cheques or bank payments, updating accounting system.
- Accounts, including inputting of data, running off of reports, reconciliations, V.A.T. etc.

To assist with organisation and administration 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
- Any other publications

Administration and attendance at civic functions as and when required.

Opening and locking up of The Old Courthouse as necessary.

Any other duties as directed by Town Clerk commensurate with the role and salary.

To ensure confidentiality at all times.