



The Sambrook Centre, Grange Avenue, Stirchley, Telford, TF3 1FL

Tel: 01952 567140 Email: admin@sbpc.org.uk

## **JOB DESCRIPTION /PERSON SPECIFICATION**

<b>Post</b>	<b>Assistant to the Clerk/Administrator</b>
<b>Contract</b>	<b>Permanent: 37 hours per week with some evening, weekend and flexible working</b>
<b>Salary</b>	<b>SCP 14-17 (dependent on experience and qualifications)</b>
<b>Accountable to</b>	<b>Clerk to the Council and Stirchley and Brookside Parish Council</b>
<b>Responsible for</b>	<b>Administrative and Financial Management</b>
<b>Location</b>	<b>The Sambrook Centre, Grange Place, Stirchley, Telford, TF3 1FL</b>

Stirchley and Brookside Parish Council is looking for ways to improve the services it offers the local community with innovation, excellent customer service and value for money.

The Council is looking for someone who will:

- Fit in well with its friendly, high performing, committed and flexible team.
- A can-do person who will add value with the right skills to help manage projects, working alongside the community.
- Possess a good standard of education, numeracy and IT literacy.
- A Certificate in Local Council Administration is desirable but not essential but there will be a requirement to secure this qualification within an agreed time period. All training will be provided and supported.

### **Overall Responsibilities**

Work under the supervision of the Clerk on tasks and activities required by Council, to meet the Council's statutory requirements and to deputise for the Clerk in their absence.

Provide administrative support to the Clerk to ensure the efficient running of the Parish Office.

Support the Clerk with a range of financial activities, ensuring sound financial management and governance is adopted.

Liaise with members of the community and partners at Telford & Wrekin Council.

Use own initiative to carry out the specific responsibilities detailed below with minimal supervision.

## **Roles and Responsibilities**

### **Office**

Deal with queries received from both Councillors and members of the public via telephone, email and personal visits, ensuring the Clerk is aware of relevant information:

1. Post information on the Parish Council website.
2. Market Parish Council activities and initiatives via its social media channels.
3. Understand and operate office systems.
4. Liaise with volunteers who run the Parish Council's community library.
5. Produce notices and information for noticeboards.

### **Finance**

Assist the Clerk with the following:

6. Maintain financial accounts on an income and expenditure system.
7. Maintain a record of invoices received.
8. Input financial information onto the computerised financial system.
9. Assist with the preparation of monthly bank reconciliations.
10. Assist with the preparation of monthly financial reports for meetings.
11. Assist with making payments from the bank account.
12. Assist with the year end audit and attend meetings with the internal auditor.
13. Maintain a record of expenditure.

### **Administration**

Assist the Clerk with the following:

14. Assist in the preparation of the meetings of Council.
15. Assist in the distribution of agendas for meetings.
16. Attend monthly meetings and take minutes as required.
17. Assist with implementation of matters arising from meetings
18. Help maintain the office systems.
19. Assist with the management of projects undertaken by the Parish Council.
20. Review policies and procedures and ensure that the Council's Standing Orders, Financial Regulations and key documentation are correctly observed and regularly reviewed.
21. Ensure the Council's Asset Register is regularly updated.
22. Any other reasonable duties commensurate with the post.



## PERSON SPECIFICATION

AF = Application Form

I = Interview

Qualifications	Essential	Desirable	Assessment
GCSE English + Maths or equivalent	✓		AF
Educated to degree level		✓	AF
Certificate in Local Council Administration (CiLCA) or willingness to complete within agreed timescale		✓	AF + I
Evidence of continual professional development	✓		AF
<b>Work Experience</b>			
Experience working in a Town or Parish Council		✓	AF + I
Experience of service delivery within a local government setting		✓	AF + I
Ability to work within a diverse team effectively, ensuring compliance with employment law	✓		AF + I
Experience of health and safety management, including an understanding of the implementation of workplace regulations and assessing risk	✓		AF + I
Evidence of planning, developing and managing projects, meeting targets and demonstrating communications and consultation skills	✓		AF + I
Evidence of ability to work with others to ensure statutory deadlines are met	✓		AF + I
Experience of working within a community setting	✓		AF + I
Experience of partnership working	✓		AF + I
<b>Technical Skills</b>			
Able to manage a variety of tasks across a range of subject areas and prioritise accordingly	✓		AF + I
Evidence of good communications skills face to face and across a range of media and to include peers, councillors, volunteers, staff and customers	✓		AF + I
Able to read and digest complex information and prepare briefing papers consideration by Council		✓	AF + I
Excellent IT skills and understanding of website management and social media		✓	AF + I
Knowledge of Local Council accounting procedures		✓	AF + I
Knowledge of built asset management and community facilities	✓		AF + I
Ability to prepare reports and make recommendations for Council to consider	✓		AF + I
<b>Personal Skills</b>			
Excellent listening skills	✓		I
A proactive and 'can do' attitude	✓		I
Able to deal with unexpected situations, demonstrating creative thinking, flexibility and positive action	✓		AF + I
Able to prioritise own and staff members' work across a variety of disciplines to meet the Council's aims, objectives and deadlines	✓		AF + I

Enthusiastic and willing to 'muck' in to help with all aspects of council work	✓		I
Able to deal with challenging behaviour and remain impartial	✓		AF + I
<b>Special Requirements</b>			
Ability to attend meetings in the evenings	✓		I
Able to work flexibly according to business need	✓		I