

## **INGLEBY BARWICK TOWN COUNCIL**

### **ADMINISTRATION ASSISTANT PART TIME**

**Closing date: Monday 12th March 2018**

#### **Job Description**

**TITLE:** Administration Assistant

**HOURS:** A 12-hour contract is offered to be worked over 2/3 days. The working days will be Tuesday/Wednesday/Thursday. You may occasionally be asked to attend an evening meeting and to work extra hours, as and when necessary.

**SALARY:** £ 8.50 per hour

**BASED:** Ingleby Barwick Town Council Office, Barwick Lodge, Ingleby Way, Ingleby Barwick, Stockton-on-Tees, North Riding of Yorkshire, TS17 0RH

**RESPONSIBLE TO:** Town Clerk

#### **PURPOSE OF THE JOB:**

The Administration Assistant will perform a wide range of administrative and office support activities to assist the Town Clerk.

#### **KEY DUTIES AND RESPONSIBILITIES:**

1. To deal with and record general enquiries and issues arising from the public, council and others, including face to face, over the telephone, by email/in writing
2. To assist with preparation of agendas, reports and supporting information
3. To attend meetings, daytime and evening, as and when required and assist with minute taking and preparation of the Minutes of meetings
4. To input data on spreadsheets, records and databases
5. To update and maintain financial records, including accounts package, main accounts, petty cash, VAT and assist with preparation of financial statements and year end accounts
6. Checking of invoices, preparation of payments for authorisation and despatch

7. To assist with updating/amending the council's policies, procedures, risk assessments and asset registers
8. To assist with data protection responsibilities and Freedom of Information requests
9. To assist with records management, maintain a comprehensive filing system, including electronic system and order stationery items
10. To attend training courses or seminars if required by the Council

**The Job Description outlines the principles of responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other such duties which could reasonably be expected as being within regulations, order, rules and working practices, methods and procedure reviews, as directed from time to time.**