

Sutton Coldfield Town Council

Post Title: Administrative Assistant

Responsible to: Town Clerk

Responsible for: Financial, Office and Meeting Administration

Hours: Full time 37 hours per week. May suit job share 3 days per week plus 2 days per week
Support for some evening meetings required

Grade/Salary: LC2 SCP 26 -29 £22,937-£ 25,440 or pro rata for job share

Role Concept

This is the first administrative position for the new Town Council. The role will evolve as the Town Council grows and is established and the successful candidate will be expected to participate in and respond to change by embracing a refinement of the role over time.

The Initial position has a number of components. Financial administration, Office administration, Meetings administration and general support for the Mayor and the Town clerk.

Financial Administration

The Town Clerk is the Responsible Financial Officer within the meaning of the Accounts and Audit Regulations 1996. The role of the Finance Administrator is to support the Town Clerk and ensure the proper financial control of the council is maintained.

Specific Responsibilities

1. Prepare financial reports on all relevant matters as directed by the Town Clerk, including the monitoring of performance against the annual budget.
2. Assist the Town Clerk to prepare estimates of income and expenditure for the financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to Birmingham City Council.
3. Day to day operation of the Council's RBS Omega computerised accounts and financial management system to maintain up to date records of income and expenditure of the Council, retaining and filing all original documents and ensuring that income due is billed and received promptly, and preparing lists of payments made for approval at each Full Council meeting.
4. Maintain a petty cash imprest system and ensure adherence within the financial regulations of the Council.
5. Carry out a 'daily' reconciliation, identify and correct any errors found.
6. Carry out 'daily' banking on behalf of the Council.
7. Manage treasury, cash flow and, in consultation with the Town Clerk control investments and bank transfers.
8. Ensure sums due to the Inland Revenue are paid promptly, including ensuring submission of

VAT returns promptly.

9. Prepare the draft Annual Report and Accounts in accordance with current Account & Audit Regulations ready for submission to the Council, via the Finance Committee, and for external audit.
10. Prepare the draft Annual Report and Accounts in accordance with current Account & Audit Regulations for a large Charity (and associated Trading Company) ready for submission to the Haverhill Community Trust, the Charity Commission, Companies House and for external audit.
11. Ensure compliance with the Council's financial Regulations, follow financial systems in place and co-operate fully with internal audits.
12. To assist the Town Clerk to prepare and maintain detailed financial management systems for adherence throughout the Council.

Office and Reception Administration

To provide an office hours presence in the Town Council Office, respond to telephone and in person enquiries.

1. Answer the telephone and respond to calls and/or transfer to the appropriate staff member, deal with elected Members, visitors and members of the public who call into the office; process incoming and outgoing mail.
2. Ensure the town Council office is staffed during published opening hours.
3. Undertake other duties in connection with day-to-day running of the Town Council office as required.

Meetings Administration

To provide general support for council meetings and take the minutes.

1. Assist in the preparation of meeting agendas the assembly of meeting papers and the distribution of meeting packs to Councillors.
2. Ensure that all Public notices are posted in a timely manner.
3. Attend Council meetings; assist in preparation of meeting rooms.
4. Take minutes at council meetings and publish draft minutes within one week of the meeting taking place.

Administrative support for the mayor and the Town Clerk

To provide administrative and diary management support for the Mayor and the Town Clerk.

1. As required manage the mayors diary and schedule meetings on behalf of the Town Clerk
2. Undertake any required tasks to support the Mayor in effectively undertaking their civic duties.
3. Undertake any required tasks to support the Town Clerk in preparing for meetings.
4. Undertake any other reasonable duties as requested by the Town Clerk.

**PERSON
SPECIFICATION**

Competency	Essential Requirement	Desirable Level
Qualifications	Relevant accounting qualification or experience; willingness for continuing professional development.	A financial qualification at level 4 Educated to A level standard
Experience/ Knowledge	Bookkeeping able to take accounts to trial balance; VAT returns. Administrative Experience	A working level of knowledge of Local Government financial processes.
Management	Relevant experience at a level which encompasses the scope of the Job Description	Competent to ensure the Council's financial information is prepared and presented in accordance with best value accounting principles.
Communications and Related Skills	A confident communicator both verbally and in writing.	Evidence of excellent verbal, written and reporting skills.
Inter-personal	Fair, firm, friendly and approachable. Evidence of an ability to establish and maintain excellent relationships with councillors, staff and public.	Evidence of good team working. A flexible and adaptable individual. Ability to explain financial matters to non-financial personnel so that they understand their role in good financial control.
Information Technology	Good Working knowledge of relevant software packages – Word and Excel and PowerPoint	User of RBS Omega Accounting System for local councils.