



Job Description: Admin Assistant

Overall Responsibilities

To report to and support the role of the Clerk and Responsible Finance Officer in all aspects of administration, financial and clerical support. And to represent positively and promote the Council and its work in all dealings, both internal and external.

Specific Responsibilities

Administration

1. Deal with all general day-to-day correspondence, telephone calls, and emails on behalf of the Council.
2. To administer the hire of Council facilities (hall hire and football pitches) to both regular and casual users, accepting bookings and maintaining records.
3. Deal with the day-to-day running of Thurcroft Cemetery, including the administration of burials and keeping records and payments up to date.
4. To ensure the caretaker's office diary is kept up to date on all bookings.
5. To liaise with the caretakers to ensure the facilities are prepared for all users.
6. Order and maintain stocks of office equipment and cleaning supplies.
7. To type and photocopy documents as directed.
8. Manage the Council office systems aimed at the efficient storage of documents, records, spreadsheets etc. with due regard, where applicable, to GDPR legislation.
9. Manage the Council archiving system and ensure rotation and destruction under the retention of the Public Records Policy and Data Protection Act.

Finance

1. To issue invoices on behalf of the Council and ensure payment is received.
2. To obtain quotes for goods and services as requested by the Clerk and in line with the Councils Financial Regulations.

Notes

1. On occasions the job will involve work outside of normal office hours.
2. There may be other responsibilities as direct by the council that you must perform.



Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, Rotherham, S66 9DD

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Person Profile	Admin Assistant	
	Essential	Desirable
1. Educational qualifications	A good general education: 5 GCSE's or equivalent including Maths and English – or work experience.	
2. Work experience	<ul style="list-style-type: none"> • A basic understanding of local government. • Good office management skills. • Experience of working in a financial setting. • Experience of dealing with the public and managing difficult situations. 	<p>Previous local government experience.</p> <p>Previous experience managing a parish cemetery</p> <p>Previous experience managing a facility from back office to bookings</p>
3. Skills and knowledge	<ul style="list-style-type: none"> • Ability to understand the legal framework in which a local council operates. • IT skills (Microsoft Office) • Ability to take minutes at meetings. • Ability to produce reports. • Good communication skills. • Problem-solving skills. 	An understanding of the purpose of a local Council.
4. Motivation	<ul style="list-style-type: none"> • Ability to maintain good working relationships with Councillors, contractors, and members of the public. • Self-reliant and self-motivated. • Ability to work alone without supervision. 	
5. Flexibility	<ul style="list-style-type: none"> • The ability to work flexibly throughout the week to meet the needs of the council 	