



Job Description – Administrative Assistant

1 Job Purpose

- 1.1 To support the Clerk, Deputy Clerk and Responsible Financial Officer (RFO) to ensure the effective operation and management of the Council's activities.

2 Specific Duties

- 2.1 The admin assistant is responsible for photocopying, collating and posting of minutes/reports, agendas and councillors' correspondence.
- 2.2 The admin assistant is to collate un-adopted sets of minutes and update the official minute book.
- 2.3 The admin assistant is to support the Clerk to the Council with the general web site administration. He or she is to scan all notices for display on the website and prepare notices for display on external Council notice boards.
- 2.4 The admin assistant is to support the RFO with data entry onto the Council's financial software package under the supervision of the RFO and or Clerk.

3 General Duties

- 3.1 The admin assistant is to send out grant application forms on request or as directed by the Clerk to the Council. The admin assistant is to type all correspondence under the direction of the Clerk to the Council.
- 3.2 The admin assistant is to open all correspondence addressed to the Parish Council and bring it to the attention of the Clerk to the Council. He or she will be required to post all mail externally.
- 3.3 The admin assistant is to monitor stationery usage and re-order as agreed with Clerk or Deputy Clerk.
- 3.4 The admin assistant is responsible for ensuring that filing is in accordance with the Council current filing list and that two years of paper files are kept in the filing cabinets.
- 3.5 The admin assistant is to prepare and co-ordinate the weekly Councillor Play Equipment Play Inspection rota and send out the play inspection report forms for the weekly Councillor's inspection.

- 3.6 The admin assistant is to assist the Deputy Clerk with Cemetery matters when required.
- 3.7 The admin assistant is to assist the Facilities Manager with the administration of the Council's allotment gardens.
- 3.8 To admin assistant is to carry out any other duty/function as delegated by the Clerk to the Council or Deputy Clerk.