

Abergele Town Council

JOB DESCRIPTION: Part-time Administration Officer (29 hours per week over 5 days)

Overall Responsibilities

Responsible to: The Town Clerk & Responsible Finance Officer

Responsible for: No staff responsibilities

Overall description of the post: To provide efficient and effective clerical and reception support to the Clerk, the Deputy Clerk and the Council and to assist with the administration of civic and other events as required.

Qualifications and skills: Educated to at least GCSE standard or equivalent. Good general Clerical skills, computer literacy and keyboard skills. Good communication skills are required and an ability to handle phone calls and visitors courteously and efficiently. Must be self-motivated, organised, flexible and able to work as part of a Team.

Experience: Prior experience of working in an office environment required. Must be experienced in working with the general public. Experience of MS Word and spreadsheets essential. Knowledge of the Welsh Language is desirable.

Key tasks and Responsibilities

1. To assist in the preparation, word processing and dispatch of letters, records, agendas, minutes, Planning applications and other documents, as required.
2. To undertake filing, photocopying, collating of information and other similar duties.
3. To respond courteously and efficiency to telephone calls or public enquiries and to make outgoing telephone calls, as required.
4. To assist with the production of the regular Town Council Newsletter, Town Guide, posters, flyers and tickets etc.
5. To undertake all tasks connected to the booking of the Town Council rooms by outside bodies, including maintaining an up to date calendar of bookings, completing booking request forms, and liaising with the Caretaker/Clerk.
6. To input the purchase orders of the Town Council onto the Omega® software system and prepare invoices sent out by the Town Council, in line with the Town Council's Standing Orders.
7. To maintain adequate stocks of stationery and other office supplies.
8. To have responsibility for the safekeeping, recording and balancing of petty cash for the office, including banking of incoming cheques/cash.

9. To receive and send correspondence relating to invitations to The Mayor and to maintain an up to date diary of all such engagements.
10. The recording of Minutes of meetings on an as and when required basis on behalf of the Council, in conjunction with the role.
11. To ensure that the Council's website and social media is kept up to date.
12. To assist with preparations for Mayoral and Civic events, including the Annual Meeting of the Council and the Mayor's Civic Service.
13. To update the Town Council's noticeboards, and any other inspection visits required i.e. obtaining meter readings and checking Christmas lights are switched on.
14. To carry out other such duties of a similar nature to the above as may be required from time to time and as directed by the Clerk.
15. To keep abreast and be prepared to develop modern office systems and practices that will be of benefit to the Council.
16. Strict confidentiality should be maintained at all times with regard to all information relating to council work.

Working conditions

The post holder will work in a pleasant office environment, though on occasions there may be times when lone working will be required. The role will involve the flexibility to work out of hours for which time in lieu will be provided.

Person Specification

The post holder will work 5 days a week.

The post holder may be required to undertake occasional evening or weekend duties (time off in lieu will be allowed) and to cover for staff holidays. The post is superannuated and subject to a probationary period of 6 months from the date of appointment.