



SEAHAM TOWN COUNCIL

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

1. **JOB TITLE:** **Administrative Assistant**
2. **GRADE:** **SCP 22 – 24**
3. **LOCATION:** **Town Clerk's Department at Town Hall, Stockton Road and such other locations as may be required.**
4. **RESPONSIBLE TO:** **Town Clerk, Deputy Town Clerk, Finance Officer and Senior Clerical Assistant.**
5. **KEY RESPONSIBILITIES:**
 - To carry out a varied programme of administrative and clerical duties and responsibilities involving attending and clerking meetings; preparing agendas, minutes, reports and correspondence.
 - Under the supervision of the Finance Officer, to carry out a varied range of duties in relation to the Council's financial transactions and activities and to assist in complying with the Council's statutory requirements to maintain proper accounting records and systems.
 - To provide general clerical support and computer/typing assistance within the Town Clerk's Department on a varied programme of services and activities.
 - To assist in the preparation of Town Council publications.
 - To monitor content and regularly update design, layout and information on the Town Council's website.
6. **OTHER DUTIES AND RESPONSIBILITIES:**

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

 - The postholder must be both flexible and adaptive in their role and be able to deal with a wide variety of Council activities and to work with the minimum of supervision.
 - Undertaking relevant research and the production of documentation relating to all services, functions and activities of the Council including correspondence; drafting and production of agendas; reports and minutes and such other documents as may require typing as directed by the Town Clerk, Deputy Town Clerk, Finance Officer and Senior Clerical Assistant.

- To undertake a range of financial tasks as required including:
- Receiving, checking, banking and recording on the computerised and manual finance systems all monies received by the Council, e.g. petty cash, Parks income, fax and copying income being a few examples.
- Dealing with all expenditure transactions via the computerised and manual systems including processing invoices for payment plus issuing of receipts.
- Inputting data for the Council's monthly payroll procedure.
- Dealing with both Member and Officer claims
- To undertake a range of project work including assisting with the typing and preparation of the Annual Performance Plan. Also research and analysis work for new equipment such as the purchase and acquisition of photocopiers, computers, phones, energy supplies as a few examples.
- Preparatory work, filing, research and general enquiries.
- Assisting and dealing with enquiries from the general public and whenever necessary providing support and assistance to ensure the effective running of the Tourism and Information Office.
- Dealing with core clerical and support duties in the Town Clerk's Department including photocopying; filing; duplicating; collation and distribution of agendas, minutes and reports; postal and other associated duties.
- Whenever required to assist at outside events, other functions and with twinning arrangements by providing support services.
- Assist in the planning, organisation and booking of the main Saturday excursion of the Gerlingen party by liaising with attractions, booking tours, guides and interpreters. Visit potential locations to assess suitability and to determine accessibility/parking etc as required to accommodate the group and coach.
- Accompany the Gerlingen Party on the main Saturday excursion during the visit as the Town Council representative/chaparrone.
- To maintain Councillor's attendance lists of meetings; conference lists, and diary work planning systems.
- To provide general support and assistance with the finance functions of the Council including processing orders and accounts; checking requisitions; banking and petty cash issues; making entries in the financial registers including processing expenses and claims.
- To assist in training and supervising Trainees.
- Acting as a security key holder, locking all doors and windows, securing shutters and putting on alarms.

- To develop and use IT skills with a variety of equipment including computers and any new technology introduced by the Council which may involve expanding or improving areas of operations.
- To assist the Town Clerk with management of the Council's official website, to monitor content and regularly update the website.
- To assist the Town Clerk in developing strategic policy and procedural matters including specialist activities.
- To develop a personal knowledge of administrative law, Council policies, procedures and systems and the need for observance of statutory deadlines and targets. Also to maintain and operate such work programming systems.
- To help with the development of presentations as required.
- To carry out such other reasonable duties as and when assigned including clerical and other ancillary work at any other reasonable location whenever requested.

Period of Notice

One month's notice is required by either side in connection with the termination of this post.

Additional Terms and Conditions Applicable to all Posts

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this post.



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APPENDIX A

This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
 - The Council's health and safety policy;
 - The Council's disciplinary procedure
 - The Council's grievance procedure
 - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.