

Fernwood Parish Council
ADMINISTRATION ASSISTANT

JOB DESCRIPTION

1. Job Title: Administration Assistant
2. Grade: LC1 SCP 3 – 6 (£18,887 to £20,043 pro rata)
3. Hours: 15 hours per week
4. Responsible to: Clerk to Parish Council
5. Place of Work: Fernwood Village Hall and the Parish of Fernwood

KEY FUNCTIONS

Provide the Council's "front of house" presence to visitors and the community.

Village Hall administration and promotion.

General and financial administration for the Council.

Assistance with production of Parish magazine.

MAIN DUTIES AND RESPONSIBILITIES

1. Take bookings for the rooms in the hall and maintain a booking system. Ensure users understand and accept the terms and conditions.
2. Charge users of the hall, invoicing and chasing outstanding payments.
3. Administrate the accounting system for Council income and expenditure.
4. Provide a reception service to deal with enquiries to the Council and the Village Hall, showing potential hall users the facilities including out of office hours.
5. Keep the Council's website up to date and promote Council/Village Hall/third party information through social media.
6. Promote the Village Hall to maximise the potential usage and income.
7. Open and close the hall for users and set up furniture for users when the caretaker is on annual leave/sick. Ensure relief cleaners are in place for when the Caretaker is on annual leave/sick.

8. Meet regularly with the Village Hall Management Group to keep them informed regarding the village hall and meet the Village Hall Management Group terms of reference.
9. Ensure that all licences, insurances and annual checks relating to the Village Hall are up to date.
10. Arrange and meet suppliers and obtain quotations for supplies and services. Maintain a contract register and plan for timely contract reviews.
11. Prepare VAT returns on a quarterly basis.
12. Prepare the Fernwood Gazette including the distribution.
13. On call for emergencies 1 week per month.
14. Work on projects or activities as may be directed by the Parish Clerk.
15. Support the planning and work on preparations for Parish Council events.
16. Administration required for any new Council services/provisions.
17. Any other duties as required and in-line with the level of the role.
18. Ensuring General Data Protection Regulations are adhered to in all aspects of the role.

KEY COMPETENCES

- Extremely well organised
- Strong Communicator
- Excellent customer service skills
- Approachable
- Strong IT skills
- Able to work under own initiative
- Team player
- Willing and able to have a flexible approach to meet the needs of the Council

Job Notes

The job holder will be expected to work in the office 3 hours per day, Monday to Friday. However, weekend opening/closing is required the hours in the office can be reduced whilst ensuring the office is open during office opening hours (10am to 12noon, Monday to Friday). Hours of work will be agreed with the Parish Clerk. The role will develop as new services are devolved to the Council. The Job holder will ensure that they do not take planned absence at the same time as the Parish Clerk.



ADMINISTRATION ASSISTANT

PERSON SPECIFICATION

Competency	Essential	Desirable
Professional Qualifications Training	<ol style="list-style-type: none"> General Education: GCSE Grade 4 (Grade C and above) maths and English Computer Literacy and good familiarity with Office based package – in particular, confidence with Excel and Word. 	<ol style="list-style-type: none"> AAT Level 2 Certificate in accounting or equivalent
Work Experience	<ol style="list-style-type: none"> 1 Years' experience in administration 1 Years' experience of working with figures such as accounts 	<ol style="list-style-type: none"> 1 Year's experience providing a reception service to the public
Skills knowledge and aptitude	<ol style="list-style-type: none"> Good oral and written communication skills Good customer service skills Willingness to work flexibly including daytime and occasional evenings/weekends. Excellent organisational skills Assertive, tactful and diplomatic Able to work on own initiative Full driving licence 	