

**Administration Assistant**

**Administration Assistant Job Description**

Due to a reduction in hours by existing staff, Saxilby with Ingleby Parish Council is looking to recruit a part-time Administration Assistant. Experience of working in a local council and of local council finance would be beneficial but is not essential.

You will be responsible to the Parish Clerk.

The role will initially be for a minimum of twelve hours per week although there may be a future opportunity to increase this, subject to budgetary provision.

Working days to be agreed.

Salary is SCP1 - £9.27 per hour – national pay award pending.

This is a permanent role, subject to successful completion of a probationary period.

The Council is a member of the NEST pension scheme.

Key relationships:

* Build and maintain productive working relationships with:
	+ Saxilby with Ingleby Parish Councillors and colleagues
	+ People using and visiting council facilities, including members of the public and community groups
	+ People attending events in council premises
	+ Contractors working in and around council premises

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork. You may be required to provide assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

Main duties:

* Providing administrative support to the Parish Clerk and Assistant Clerk
* Assisting in the preparation of agendas and background papers for council and committee meetings
* Taking minutes for council meetings
* Administration of the council’s financial system (Rialtas Omega) including purchase ledger and sales ledger
* Progressing actions from council decisions
* Answering the telephone and dealing with voicemails
* Sorting the post
* Filing
* Maintaining various logs i.e. complaints, faults (buildings/assets)
* Liaising with contractors or suppliers
* Ordering sundries, goods, and materials
* Updating the website/social media when required
* You will be expected to manage your workload, within the constraints of the council’s meeting schedule and administrative cycle

Additional duties:

* The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated within the organisation and the overall business objectives of the organisation

**Administration Assistant Person Specification**

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|  | **Essential** | **Desirable** |
| **Educational attainments**1. Level 2 qualifications in Maths and English or equivalent.
 | **✓** |  |
| **Knowledge and experience**1. Organised and efficient - an ability to deal with tasks in an organised way, and as swiftly and effectively as possible
2. Previous relevant experience
3. Computer literate, skilled in Microsoft products
4. Full driving licence
5. Experience of finance/bookkeeping (preferably in a local council setting)
6. Willingness to obtain, or enhance qualifications, and training and development in the post
 | **✓****✓****✓** | **✓****✓****✓** |
| **Disposition and personal qualities**1. A ‘can do’ attitude and a willingness to get your hands dirty
2. Punctual, self-reliant and self-motivated
3. A team player
4. Trustworthy
5. Able to manage time effectively
6. A friendly, courteous, and helpful manner
7. Able to follow instructions
8. An ability to be calm under pressure and communicate effectively with members of the public
 | **✓****✓****✓****✓****✓****✓****✓****✓** |  |

If you meet the above requirements, experience and are available to start soon, please apply.

Application forms are available online at [www.saxilbyparishcouncil.gov.uk](http://www.saxilbyparishcouncil.gov.uk)

For queries in relation to the role please contact:

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