



Bude-Stratton Town Council

Job Description: **Office Assistant**

Salary: Scale Points 2-6 (currently £18,198 - £19,698) pro rata

Hours: 22.5 hours per week to include attendance at evening meetings, occasional weekend working may be required

Annual leave: 22 days per annum, rising to 25 days per annum after 5 years' service, + 2 concessionary days + statutory holidays

Place of work: The Parkhouse Centre, Bude or any other location as required

Responsible to: Assistant Clerk (Administration) and Assistant Clerk (Finance)

Main tasks:

- Dealing with general enquiries at the Town Council offices and Reception (enquirers in person, on the telephone and by means of written communication) and directing enquiries accordingly
- To open, sort, and send the Council's mail and office email
- Dealing with bookings for the use of Town Council property – includes initial contact, writing up diary's for office and caretaker
- Ordering general office supplies and other materials and supplies associated with the functions of the Town Council
- Undertaking record keeping, filing and maintenance of electronic data
- To assist in the preparation and display of agendas for Council meetings
- To assist in the preparation and distribution of minutes of Council meetings
- Emptying car park machines, counting, bagging and banking the takings, as and when required
- To assist with the counting and banking of income
- Maintenance, recording and upkeep of Cash Book, Petty cash, Banking, Castle takings, Cheques and Cash, as and when required
- Preparing lists of invoices for payment
- To carry out such all clerical and financial duties of a reasonable nature commensurate with the post as required
- To undertake training as and when required or requested
- To carry out all duties in accordance with current legislation and Bude-Stratton Town Council's adopted policies

Person Specification – Office Assistant

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications:</u>		
GCSE Maths and English or equivalent	X	
IT qualification (such as ECDL, MOUS, ITQ or similar)		X
<u>Knowledge and Skills:</u>		
Good working knowledge of MS Office packages – Word, Excel	X	
Council administration		X
Cash handling	X	
Diary keeping		X
Excellent communication, English and IT skills	X	
Ability to produce consistently accurate work	X	
<u>Work Experience:</u>		
Experience working in office environment	X	
Agenda setting and minute taking		X
Experience of dealing with confidential and sensitive information	X	
<u>Behaviours and characteristics:</u>		
Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach and attention to detail	X	
A team player, service orientated, innovative, supportive, self-motivated, flexible, and able to demonstrate commitment	X	
Ability to adapt to changing situations and environments	X	
Excellent customer service focus	X	
Hold a full current valid driving licence		X
Ability to work flexible hours including evenings and weekends	X	