



KNOWSLEY TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Administration Officer
Job Grade:	LC1 scp 8-11
Contracted Hours:	18 hours per week
Location:	All Town Council Premises/Facilities
Responsible to:	Town Clerk / Responsible Financial Officer

Statement of Job Purpose

The post holder is responsible for supporting the Town Clerk / Responsible Financial Officer in the efficient administration of the Town Council.

Specifically, the post holder will undertake specific administrative and financial responsibilities as indicated or requested by the Town Clerk / RFO and to offer a positive and welcoming service to the community, providing Elected members of the Town Council, groups and individuals with assistance, support and information.

Duties and Responsibilities

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Administration

- To work with and support the Town Clerk / RFO
 - In the organisation of the Town Councils meetings and events and the Annual Town Meeting,

- in the establishment and maintenance in good order of all records relating to the Town Council and its Committees (if any) and to all personnel records, complying always with statutory requirements relating thereto
 - in the safe keeping of all Town Council records and regalia
 - in ensuring that all legal obligations of the Town Council are met including compliance with Acts of Parliament, Statutory Instruments, and all related national and local agreed codes of practice.
 - in all financial functions and responsibilities of the Town Council to ensure segregation of duties.
- To contribute to the establishment of effective internal controls by maintaining and up to date register of Town Council assets.
 - To create as necessary, high quality, free format documents and templates for usage throughout the Town Council.
 - To contribute proactively to events, initiatives and projects as directed by the Town Clerk.
 - To promote and espouse high quality customer care and equality.
 - To undertake all aspects of the general administration of the Town Council including word processing, and filing.
 - To be aware and comply with all policies and procedures relating to the role.
 - Day to day assistance and support to the Town Clerk, employees and service Users in relation to the usage and management of Town Council buildings and facilities.
 - To keep up to date the Town Council's website and other agreed social media platforms used by the Town Council.
 - To be the 'first point of call' for all correspondence, telephone and face to face enquiries, including external suppliers and partner organisations, liaising as necessary with the Town Clerk.
 - To maintain in good order all records management and filing systems of the Town Council, including the confidential maintenance of personnel records.

- To be responsible for and co-ordinate all bookings relating to Town Council facilities and the maintenance of associated records.
- As required, to attend meetings of the Town Council and its Committees.

2. Financial

- To raise requisitions, orders and invoices on behalf of the Town Council ensuring always adherence to Financial Regulations and in particular the segregation of duties.
- To prepare schedules of income and expenditure for all Town Council Cost Centres
- Prepare schedules of payment for authorisation by the Town Council and process invoices for payment having regard always to the statutory basis for payment and to the segregation of duties.
- To assist the Town Clerk in their role as Responsible Financial Officer in the required 'month' and 'year- end' financial reporting.
- Regulations – Ensure the Town Council's Financial Regulations are adhered to at all times.

3. Health & Safety

- To use equipment as instructed and trained.
- To inform the Town Clerk of any health and safety issues that may place individuals in danger.
- Assist the Town Clerk in ensuring that the Town Council complies with all relevant health and safety legislation, guidelines and relevant national / local agreed codes of practice; including the maintenance of all appropriate records of inspection and compliance.

4. Data Protection and Information Security

- Implement and act in accordance with adopted Data Protection and Information Security legislation and policies.
- Protect the Town Council's information assets from unauthorised access, disclosure, modification, destruction or interference.

5. Other Duties

Undertake all other duties as required by the Town Clerk, commensurate with the grade and postholders' abilities.

Approved by Knowsley Town Council's HR Committee on 4th March 2024

Signed: *Jane Thomas.*

Name: Jane Thomas, Clerk to the Council

Date: 4th March 2024