



CAMBORNE TOWN COUNCIL

OFFICE ADMINISTRATIVE ASSISTANT SCP 4 – 7 (£18,933 – £20,092)

Permanent Contract - 15 hours a week pro-rata

JOB DESCRIPTION

Responsible to:

Town Clerk

Job Purpose:

To provide administrative support.

Duties & Responsibilities:

- To provide accurate and competent administrative support to the Town Council.
- Answering the Town Council phone, handling and signposting basic enquiries and providing email responses
- To assist the Finance and Administration Assistant with Planning paperwork and inputting
- Finance admin-checking sheets against paperwork, uploading payment lists to the website, inputting invoices onto spread sheets
- Basic finance invoice entry and reports on the Council Finance System
- The scanning and saving of all meeting paperwork.
- Scanning invoices, reconciliations, purchase daybooks and bank statements
- Basic social media & website updates
- Compiling directories and lists
- Arranging meetings, making bookings for facilities and meeting rooms, sending invitations and related paperwork as required.
- To maintain safe, secure and effective filing systems.

- To monitor the Town Council's enquiries email and responding accordingly
- To ensure security of all confidential information.
- To maintain accurate and complete records on the Town Council's registers.
- To minute meetings as necessary
- Support the Town Clerk and Management Team as and when necessary.
- Supporting the Library Service when necessary, including occasional lunchtime or holiday cover for library
- To work flexibly within the Camborne Town Council team as required ensuring the needs of the Council are met. Evening work may be needed occasionally.

This outlines the duties required for the post of Office Administrative Assistant in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list; duties may be varied from time to time which do not change the general character of the job or level of responsibility.

Camborne Town Council
Person Specification for the Administrative Assistant

	Essential Attributes	Desirable Attributes
Educational Qualifications	GCSE 4 or above or Equivalent in English and Maths	
Skills and Knowledge	<ul style="list-style-type: none"> • Good listening, oral and literacy skills • Experience of writing agendas and accurate concise minutes • ICT skills including keyboard skills • Organising time and working to deadlines • Knowledge of record keeping and information retrieval and appropriate dissemination of relevant data/documentation 	<ul style="list-style-type: none"> • Have access to e-mail and be able to use the internet to access relevant information • Knowledge of the respective roles and responsibilities of the members of the Town Council
Personal Attributes	<ul style="list-style-type: none"> • Be able to maintain confidentiality, integrity and impartiality • Have a flexible approach to working hours • Be sympathetic to the needs of others • Have an openness to learning and change • Have a positive attitude to personal development and training • Have good interpersonal skills 	