

HAVERFORDWEST TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE	ADMINISTRATION ASSISTANT
REPORTS TO	Town Clerk
JOB PURPOSE	To assist and liaise closely with the Town Clerk in ensuring the efficient working of Haverfordwest Town Council and the functions it undertakes
WORKING HOURS	Part time 20 hours per week Working Monday to Friday from 9.30am to 1.30pm although a degree of flexibility is required
PAY SCALE	SCP 11 £8,382 per annum (currently hourly rate £8.06)
KEY RESPONSIBILITIES	<p>To receive visitors and deal with enquiries via telephone and in person as appropriate</p> <p>To open and record post received</p> <p>To respond to routine correspondence as directed by the Town Clerk</p> <p>To receive invoices for goods and services, check and pass to the Town Clerk for authorisation</p> <p>To receive and record bookings for the Picton Centre and Sports Pavilion</p> <p>To provide the Caretakers with details of all bookings for the Picton Centre and Sports Pavilion on a weekly basis</p> <p>To prepare invoices and maintain correct financial records for the Council Chamber, Picton Centre and Sports Pavilion</p> <p>To prepare agendas and all supporting documents in readiness for Council and Committee meetings</p> <p>To undertake any actions arising from reports and minutes as requested by the Town Clerk</p> <p>To update and maintain the Town Council website and Facebook page</p> <p>To act as the Sheriff's assistant by organising his/her diary and as otherwise directed by the Sheriff</p> <p>To assist the Town Clerk in the organising of civic events</p> <p>To enter items of payment and receipts onto computerised accounts system and to be fully conversant with all aspects of the operation of that system as well as PAYE and VAT</p> <p>To provide support to the Administration Officer as required</p> <p>To carry out any other duties as directed by the Town Clerk</p>

Signed by jobholder:

Date:

Signed by Mayor:

Date: