

# HAVERFORDWEST TOWN COUNCIL

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>ADMINISTRATION ASSISTANT</b>
<b>REPORTS TO</b>	Town Clerk
<b>JOB PURPOSE</b>	To assist and liaise closely with the Town Clerk in ensuring the efficient working of Haverfordwest Town Council and the functions it undertakes
<b>WORKING HOURS</b>	Part time 20 hours per week Working Monday to Friday from 9.30am to 1.30pm although a degree of flexibility is required
<b>PAY SCALE</b>	SCP1 £9,380 per annum (hourly rate £9.02) for six-month probationary period and any extension to probationary period SCP2 £9,578 per annum (hourly rate £9.21) on satisfactory completion of probationary period Pay increased in line with National Association of Local Council annual pay award
<b>KEY RESPONSIBILITIES</b>	<p>Main point of contact at reception. To receive visitors and deal with enquiries via telephone and in person as appropriate</p> <p>To open and accurately record post received, and distribute or deal with as appropriate</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 accurately 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>Effective monitoring of Caretakers' timesheets and holiday sheets to ensure accuracy of completion and proper working practices</p> <p>To prepare invoices and maintain accurate financial records for the Council Chamber, Picton Centre and Sports Pavilion</p> <p>To prepare supporting documents to be included in agendas 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 social media. Providing reports to all web providers as instructed by Town Clerk or Administrative Officer</p> <p>To support the Mayor at mayoral engagements as required</p>

To act as assistant to the Deputy Mayor and Sheriff, by organising his/her diary and as otherwise directed

To assist the Town Clerk in the organising of civic events and attend where appropriate

To manage the hiring of gazebos and booking of banners over the highway

To accurately prepare grant applications for Council and Committee meetings in line with GDPR requirements and to inform applicants of the decision in a timely manner

To support preparation of information to enter items of payment and receipts onto computerised accounts system

To provide support to the Administration Officer as required

To carry out any other duties as directed by the Town Clerk

Signed by Jobholder: .....

Date: .....

Signed by Town Clerk: .....

Date: .....