



<b>Post</b>	<b>Administration Officer</b>
<b>Reporting to</b>	Town Clerk and Responsible Financial Officer

### Background

The Town Council is the tier of local government closest to the people, providing a wide range of services and amenities including a community centre, sports changing facility, green spaces and cemeteries.

The Council conducts the majority of its business through monthly evening meetings of Full Council and two Standing Committees. In addition, meetings of the Sub-committees and Task and Finish Groups are held as required.

The Council are sole trustees of the Bridge Meadow Trust Haverfordwest, providing green space, pathways and a children's play area.

Haverfordwest Town Council are looking to recruit an enthusiastic and flexible individual to play a key role in the future development of the Council.

Ideally you should have experience of budgets, finance and the administration of meetings. You should possess excellent organisational and communication skills and be able to work as part of a small team to help deliver the Council's strategic plan. Full training will be provided for the successful candidate.

Haverfordwest Town Council prides itself on being a good employer and staff enjoy the benefits arising from working for a small community focused employer that cares passionately about its people and provides flexibility to achieve the best possible work / life balance.

Please contact the Town Clerk Juliet Raymond at [townclerk@haverfordwesttown.co.uk](mailto:townclerk@haverfordwesttown.co.uk) for any further information you may require.

## Job Purpose

- Support the Town Clerk and Responsible Financial Officer (RFO) in carrying out the management, statutory governance and delegated functions of the Town Council.
- Assist in the delivery of the Council's vision and projects as set out in our action plans.
- Provide an accessible, responsive and engaged service to the community.

## Principle Accountabilities

- Attend all formal meetings of Council and its Committees, normally three evenings per month and any other meetings of the Sub-committees and Task and Finish Groups as required.
- Prepare agendas, minutes and other papers for all Council meetings and publish them in accordance with policy and legislation.
- Produce papers relating to our assets or others as directed, to support the decisions of Council.
- Assist the Town Clerk and RFO in implementing the decisions of the Council, Committees and Sub-Committees and the management of the Council's day-to-day activities.
- Provide support in the organisation and delivery of civic and public events.
- Assist the Town Clerk and RFO with maintaining the website and social media to comply with legal requirements and for the day-to-day promotion of Council activities.
- Receive and deal appropriately with correspondence and documents on behalf of the Council.
- Liaise and represent the Council with the public, other public bodies and organisations, including attending meetings with key stakeholders and positively promoting the Council within the local community.
- Assist the Town Clerk and RFO with the administration, management and any other tasks of the Town Council and Bridge Meadow Trust Haverfordwest.
- Maintain the financial accounting system (EDGE IT Systems) by receiving and recording the income and expenditure to support the monthly reconciliation to ensure compliance with Accounts and Audit Regulations and produce monthly reports for approval by Council. Also, maintain the petty cash balance.
- Maintain the statutory VAT records, prepare quarterly VAT returns and ensure these are submitted on time with any due payment.
- Administer and maintain the burial records for two active cemeteries and one closed cemetery, ensuring that the Council meets the statutory requirements for the safe custody of all documents, deeds, records and burial registers.
- Assist with the management and maintenance of the assets of Council, and assist with any booking or leasing.
- Deputise for the Town Clerk and RFO and for other administration colleagues in their absence.
- Undertake personal and professional development relevant to the post.

### **Haverfordwest Town Council • Cyngor Tref Hwlffordd**

Old Wool Market, Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG  
Hen Farchnad Wlan, Stryd Y Cei, Hwlffordd, Sir Benfro, SA61 1BG  
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[townclerk@haverfordwesttown.co.uk](mailto:townclerk@haverfordwesttown.co.uk)  
[www.haverfordwesttown.co.uk](http://www.haverfordwesttown.co.uk)

### **Juliet Raymond**

Town Clerk and Financial Officer  
Clerc y Dref ac Swyddog Ariannol

## Person Specification

All employees of Haverfordwest Town Council are expected to contribute fully towards the work of the Council to help it achieve its priorities and to provide the best possible service for the local community.

The skills and experiences listed below may have been gained from paid or voluntary work.

### Essential

- Excellent ICT skills, with experience of Microsoft Office
- Experience in organising and completing the administration of statutory and other business tasks
- Understanding the key elements to effectively manage estates and facilities
- Accuracy and attention to detail
- Ability to organise and prioritise own and others work with limited supervision and meet deadlines
- Good level of interpersonal skills with the ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public and work as part of a team
- Ability to maintain confidentiality
- Able to regularly undertake 'out of normal working hours' working (there are normally three evening meetings per month) and least two civic events are held on a Sunday morning (Civic Sunday and Remembrance Sunday)
- Commitment to personal development

### Desirable

- Hold a Certificate in Local Council ILCA or willingness to work towards holding the qualification
- Knowledge of the governance and legal framework in which the Council operates
- Experience of accounting and payroll systems, procedures and computer packages
- Experience of maintaining a booking system for the hire of our community centre and sports changing facility
- Experience of formal committee work, agenda preparation and minute taking
- Experience of managing and maintaining a website and social media presence
- Organising and / or assisting with the management of meetings and events
- Proficient in the use of the Welsh language

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## Terms and Conditions of Employment

Post	Administration Officer
Responsible to	Town Clerk
Conditions	National Joint Council for Local Council Clerks pay scale LC1 (13-17) £24,948 to £26,845  Membership of NEST Pension Scheme
Working Hours	To be agreed with successful candidate Full Time post (contracted hours of 37 per week) or part time post available, covering office core hours of Monday to Friday 9.30am to 1pm  Attendance at evening meetings will be required (average of three evenings per month) throughout the year, with time off in lieu given to be used within two weeks of time credit
Evening and weekend working	Occasional Saturday, Sunday and working outside of core hours will be required as and when necessary to support civic and other events (around six annually), with time off in lieu given to be used within two weeks of time credit
Probation period	The post is subject to completion of a probationary period of six months
Place of work	Based at the Town Council Offices in the Old Wool Market, Quay Street, Haverfordwest. You may be required to work at and visit other sites in Haverfordwest. Attendance at meetings or for training in locations as advised
Leave entitlement	23 days' annual leave per annum plus bank holidays, raising by 3 days after 5 years of service
Interview	The interview process may involve some skill tests

## The Recruitment and Appointment Process

All applications should be submitted to Juliet Raymond, Clerk of the Town Council, via email [townclerk@haverfordwesttown.co.uk](mailto:townclerk@haverfordwesttown.co.uk) by no later than 4.30pm on Thursday 17 August 2023.

Short-listing will take place after the closing date and it is anticipated that the interviews will take place in late August 2023.

Further information is available at the Town Council's website: [www.haverfordwesttown.gov.uk](http://www.haverfordwesttown.gov.uk) or via the Town Clerk.

email: [townclerk@haverfordwesttown.co.uk](mailto:townclerk@haverfordwesttown.co.uk)

Phone: 01437 763771 / direct line 01437 700163

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### Juliet Raymond

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