



SAXMUNDHAM TOWN COUNCIL

JOB DESCRIPTION

ROLE PROFILE	
Role Title:	Assistant Town Clerk
Salary SCP:	16
Hourly Rate:	£13.70
Location:	The Town House, Station Approach, Saxmundham
Hours:	15 hours per week – over 2, 3 or 5 days
Pension:	Option to join NEST Contributory Scheme
Status:	Permanent
Responsible To:	Town Clerk/Responsible Financial Officer
ROLE OVERVIEW	
<p>The postholder is primarily responsible for administering finance and health and safety matters for the Town Council and its Charitable Trusts. The postholder will be an integral member of the team and contribute to administrative tasks and answering general enquiries.</p>	
MAIN TASKS	
Maintaining ledgers using Rialtas financial software	
Paying invoices and salaries	
Banking and reconciliations	
Invoicing and credit control	
Processing VAT returns	
Providing finance reports to the Town Clerk/RFO.	
Undertaking administrative tasks for all land and buildings.	
Administering statutory health and safety requirements for all land and buildings.	
Administering safety inspections of play areas and equipment.	
Clerk to the Amenities and Services Committee.	
Clerk to the Market Hall and Gannon Institute Management Committees/Trustees.	
Attending relevant training as required.	
Contributing to team meetings.	
Providing other office functions or services as required by the Town Clerk/RFO	
Sharing knowledge to improve administrative processes and build resilience across the team.	

PERSON PROFILE	
Area	Essential Requirement
Education and Qualifications	NVQ level 3 in an appropriate subject eg financial and/or business administration or equivalent knowledge and experience.
Relevant Experience	<p>The ability to work successfully delivering a broad range of outcomes.</p> <p>Competency in providing financial administration.</p> <p>Ability to plan and organise own workload, taking responsibility for delivery of tasks.</p>
Knowledge and Skills	<p>Good working knowledge of the Microsoft package.</p> <p>Excellent numeracy skills.</p> <p>Ability to contribute to the delivery of continuous improvement of administration systems, processes and services.</p> <p>A clear understanding of confidentiality and data protection requirements in the workplace.</p> <p>Knowledge of personal responsibilities for health and safety.</p> <p>An understanding of local councils and their governance and accountability framework.</p>
Interpersonal and Communication Skills	<p>Proven reporting, written and verbal communication skills demonstrating the ability to provide clear, accurate and concise information.</p> <p>Ability to be a team player.</p>