



BUCKLEY TOWN COUNCIL

JOB DESCRIPTION

Job: PERSONAL ASSISTANT TO THE TOWN CLERK – 12 MONTH FIXED TERM
Responsible To: The Town Clerk and Financial Officer
Location: Buckley Town Council Offices, Mold Road, Buckley, Flintshire.
Salary: NALC scale SCP 18 to 23 - £29,269 to £32,076 pro rata based on contracted hours Pay scale will be determined by experience and qualifications.
Hours: 27.5 hours per week, Monday to Friday, including some evenings and weekend work for Council meetings and events.
Contract Type: Temporary – 12 months fixed term contract only.
Pension: Local Government Pension Scheme

PURPOSE OF THE JOB: To provide high-level administration functions to the Town Council in support of the Town Clerk and Financial Officer (the Town Clerk).

KEY ACCOUNTABILITIES AND DUTIES:

To deputise for the Town Clerk in the Clerk's absence in all administration duties.

To attend Council and Committee meetings and in conjunction with and support of, the Town Clerk, act as a minute note taker to ensure an accurate recording of Council and Committee resolutions.

To be responsible for the production, collating and distribution of all correspondence, reports, agenda papers, minutes and other similar documentation relating to the functions and responsibilities of a Town Council in conjunction with the Town Clerk.

To assist the Town Clerk in implementing decisions of the Council, its Committees and Sub Committees.

To organise and administer the Annual Meeting of the Council and the Christmas meeting of the Council, which includes, liaison with caterers, florists and invitation distribution to selected guests of the incoming Town Mayor.

To organise and administer the Town Mayor's Civic Sunday, which includes liaison with the venue, minister, guest speakers, the town band, local organisations, refreshments, invitations etc.



To organise and administer the Council's Annual Charity Ball and Dinner, liaising with the Town Mayor over the arrangements.

To act as organiser and co-ordinator in relation to the Town Mayor's functions and visits throughout the Mayoral Year. To maintain a file of the Mayor's Year for presentation to the Mayor upon leaving office.

Preparation of posters and co-ordinating with various shops for display of those posters advertising all Council events.

To provide the Council's reception service each working day between the hours of 9.00am and 1.00pm and to, wherever practicable, satisfy customers' requirements and queries.

To receive all incoming telephone calls and deal with all general enquiries.

To be responsible for the monthly payments schedule for submission to Committee, including preparation of cheques for signature/administration of online banking. Also, the maintenance and balancing of the petty cash system, ensuring that a monthly account is prepared and a quarterly account is submitted to the Finance and Economic Development Committee.

To ensure that all records for payments and receipts are accurately entered into the accountancy system.

To organise and collate documentation for the Council's Financial Assistance Scheme to present to the Finance Sub-Committee.

To organise and collate documentation for the Council's Bursary Scheme to present to the Bursary Sub-Committee.

To prepare and send invoices to business tenants, receive remittances and deal with banking of same. Issuing reminders and ensuring payments are received.

To maintain and administer the Council's booking system for third parties using the Council Chamber and/or the Community Room, ensuring that invoices are raised and monies recovered in relation to the bookings on a monthly basis.

To maintain the administration of the Council's website. To be responsible for the editing of the News and Events section of the Council's website, ensuring that the agenda and minutes of the Council and relevant Committees are placed on the website in a timely manner.

To assist the Town Centre & Events Contractor, when required. The assistance includes mailshots, posters and newsletters. Arrange refreshments for traders meetings if required.



To undertake all mailroom duties, including preparation of items for delivery to post office, maintaining records, ensuring franking machine is in funds and the maintenance of daily statistical records.

To assist the Town Clerk/RFO in dealing with email correspondence and documents received at the Council office.

To be responsible for items of general office equipment including photocopier, franking machine, facsimile machine and computers, to arrange service and repair of equipment, when required.

To maintain stocks of stationery and other supplies.

To act as co-ordinator with the Council's Cleaning Contractor.

To have responsibility for ensuring that scheduled and unscheduled building maintenance organised by the Town Clerk is administered in an efficient manner, the duties to include, contacting contractors and liaising over work and keys to building.

To liaise with outside bodies in arranging meetings, forums etc.

Undertake research tasks and produce information/data as requested by the Town Clerk.

To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with.

To undertake necessary continuing professional development as appropriate to the role.

Any other duties that may be assigned to the postholder(s) that are consistent with the nature of the post.



EMPLOYEE SPECIFICATION

PERSONAL ASSISTANT TO THE TOWN CLERK

Attributes & Criteria	Essential or Desirable	Method of Assessment
Qualifications and Education - Good general education/work experience at a level appropriate to the duties of the post - Introduction to Local Council Administration (ILCA)	Essential Desirable	Application Form Provision of Certificates
Administration and Financial Management - At least 3 years experience of administration and/or finance work - Ability to prepare agendas and take accurate minutes - Previous experience of working in local government or a public sector organisation	Desirable Essential Desirable	Application Form Application Form Application Form
The Local Council Environment - Understanding of the issues facing community and town councils and the environment in which they operate - Commitment to public service - Understanding of local council procedures and law - Knowledge of the Buckley area - Experience in arranging events	Desirable Essential Desirable Desirable Desirable	Interview Application Interview Interview Application
Skills and Attributes - Excellent interpersonal and oral communication skills - Excellent written communication skills including a good standard of literacy and numeracy - IT skills enabling use of internet, e-mail, word processing, financial software, spreadsheets and website administration - Ability to be proactive, organise and prioritise own workload with limited supervision - Ability to work to deadlines - Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation - Awareness of health and safety legislation and its application within an organisation	Essential Essential Essential Essential Essential Essential Desirable	Interview Application Form Application Form Application Form Application Form Application Form Application Form



Ability to work efficiently through the medium of Welsh	Desirable	Application Form
Personal Styles and Behaviours - Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders - Self-reliant and self-motivated - A positive mindset - Ability to keep calm under pressure - Flexible, pro-active and “hands on” approach to tasks - Trustworthy with confidential information - Community focussed - Commitment to the delivery of quality services. - Advocate of equality, diversity and respect in the workplace - Committed to ongoing professional development	Essential Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Application Form Interview Application Form Application Form Application Form Application Form Application Form Application Form
Other Have access and use of own transport, hold a full valid UK driving licence and valid insurance	Desirable	Application Form