



Snodland Town Council

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Senior Administration Officer Job Description and Person Specification

Job Purpose

- To undertake a range of duties in support of the administration and operation of the Town Council and to deputise for the CEO where necessary.

Main Duties

- To assist with the preparation, printing and circulating of agendas and associated documents for the Council, its Committees and Sub Committees.
- To attend meetings and take and compile minutes for the Council, its Committees and Sub Committees.
- To assist with the development, maintenance and administration of the Council's Website and social media platforms.
- Accounts management duties including the reconciliation of bank statements, receiving payments and issuing receipts, preparing and issuing invoices, banking, preparing and issuing of payments to suppliers. Sales and Purchase Ledger.
- Create and send out invoices to hirers and reconcile receipts.
- Prepare Accounting reports for Council Meetings.
- To work with colleagues to ensure achievement of the Council's objectives and targets.
- To manage projects if necessary.
- To attend to routine administrative tasks, correspondence, queries, dealing with phone and email enquiries and redirect other issues to the appropriate authorities.
- Management of Cemetery functions including the upkeep of all record books, all details surrounding funerals, graves, memorials and searches. Liaising with Funeral Directors and Memorial Masons.
- To manage the operations of the Allotment sites, deal with tenant enquiries, agreements, rents and maintaining appropriate records.
- To maintain the booking system and diary in relation to the Sports and Function room facilities.
- Assist with, and attendance at special events including, but not limited to, Carnival, Firework display, Remembrance Day parade and Christmas lights.
- Staffing Town Council Offices reception, dealing with all enquiries from Members of the Public.
- Liaising with outside organisations, Councillors and Contractors.
- Undertake such duties as may be required from time to time commensurate with the level of the post and to provide cover for other office staff.

Supervision and work planning

- The post holder receives some general supervision from the CEO but is expected to work largely on their own initiative.

Knowledge, Experience and Training

Essential	Desirable
<ul style="list-style-type: none">• Excellent IT skills to include a comprehensive understanding of Microsoft applications.• Minimum of GCSE grades A-C (or equivalent) in English and Maths.• Sales and purchase ledger and general accounting procedures.• Excellent communication/interpersonal skills.• Proven organisational skills.• Attributes: Self-motivation, flexibility, honesty, trustworthy, reliable, positive and able to recognise opportunities for continuous personal, team, and council development.	<ul style="list-style-type: none">• A CILCA or similar qualification from the National Qualifications Framework.• Experience of working in a local government environment.• A working knowledge of local government finance.• Experience of committee administration.• Practical familiarity of Rialtas software packages.• A good knowledge of the local area and facilities.• A good knowledge of the planning system.

Physical Effort and/or Strain

- Normal office environment. However, the post holder may be required on occasions to assist in the setting up and dismantling of equipment involving some lifting and carrying.

This job description sets out the main duties of the job as at January 2024. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.