

HALEWOOD TOWN COUNCIL

Job Description	
Job title	SENIOR ADMINISTRATOR
Accountable to	Town Manager
Responsible for	
Date reviewed	February 2019

Purpose of the job

The primary purpose of the post is, at all times, working as part of the Town Council staff team, to be a representative Halewood Town Council: to the community, its stakeholders and partners, providing cost effective, high quality services and amenities which reflects the interest and expectations of the Halewood community, in accordance with the wishes and powers of the Town Council.

Specifically, the post holder works with and supports the Town Manager in the roles of Proper Officer and Responsible Financial Officer and is responsible for carrying out specific administrative and financial responsibilities as indicated and to offer a positive and welcoming service to the community and to providing groups and individuals with assistance, support or information in booking and using Town Council facilities and assisting colleagues in service delivery.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. Other duties may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Town Council.

Management and Administration

- To work with and support the Town Manager:
 - in all matters relating to the roles and responsibilities of the Proper Officer.
 - in the organisation of Town Council events/meetings and the Annual Town meeting.
 - in the establishment and maintenance in good order of all records relating to the Town Council and its Committees (if any)

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and to all requisite personnel records, complying always with statutory requirements relating thereto.

- in the safe keeping of all Town Council records and regalia.
2. To be aware of and comply with all policies and procedures relating to the protection of children and vulnerable adults, supporting difference to ensure equality of access and opportunity irrespective of ethnicity, gender, political or religious affiliation and belief or disability.
 3. To ensure that lawful instructions of the Town Council in connection with its functions are undertaken expeditiously.
 4. To attend and advise Members of the Council at all meetings as directed by the Town Manager and to arrange for accurate Minutes of such meetings to be recorded.
 5. To receive and process correspondence and documents on behalf of the Town Council and bring such items to the attention of the Town Manager.
 6. To contribute proactively to events, initiatives and projects as directed by the Town Manager / Council.
 7. To promote and espouse high quality customer care and equality.
 8. To be responsible for day to day administration of Town Council premises including staffing arrangements and hirings.
 9. To support and collaborate with the Halewood community and the Town Council's other stakeholders and partners, in organising, developing and promoting community based activities and events.

Financial

10. To work with and support the Town Manager in all matters relating to the role and responsibilities of Responsible Financial Officer.
11. Treasury Management - To ensure adequate liquidity at all times via on line management of Town Council funds and the maximisation of investment income.
12. Payroll management – Manage and operate the Town Council's payroll systems including all recording and reporting requirements to external authorities (e.g. HM Revenue & Customs, Superannuation Authorities)
13. Financial Accounts – Management and maintenance of the Town Council's financial accounting systems including the monthly / annual reconciliation of all accounts incorporating income and expenditure as appropriate, including all recording and reporting requirements on line

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and otherwise, to external authorities e.g. HMRC and the production of other ad hoc financial reports and statements as required by the Town Manager / Council.

14. Management of the Mayor's Charity Fund.
15. 'Cash' control – the weekly reconciliation of all cash/cheques received at Town Council premises, the reconciliation of all debit/credit card payments, management of any cash floats and the prompt banking of 'surplus' monies.
16. Stock Control - the audits of 'wet' and other stock at Town Council licensed premises and the monthly preparation of stock reports.
17. Audit & Reporting – participate co-operatively in the internal audit process and in the preparation of the Annual Return and any other Statutory and Regulatory reports.
18. Regulations – Ensure that the Town Council's Financial Regulations are adhered to at all times.

Health and safety

19. To use equipment as instructed and trained.
20. To inform the Town Manager of any health and safety issues that may place individuals in danger.

Data Protection and Information Security

21. Implement and act in accordance with adopted Data Protection and Information Security Policies.
22. Protect the Town Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
23. Report actual or potential security incidents.

March 2019