



Cranleigh Parish Council

JOB DESCRIPTION

JOB TITLE: Finance & Admin Assistant

LOCATION: Council Office

HOURS OF WORK: 30 hours per week
(some flexibility is required)

Must include Monday to Friday 9.30am to 12.30pm

SALARY SCALE: SCP 10 – 14 £27,694 - £29,540
(Pro-rata 30 hours = £22,454.59 – £23,951.35)
Three months probationary period

REPORTS TO: Parish Clerk

AIM OF THE ROLE:

This is a part time post 30 hours per week covering the Office opening hours of 9.30am to 12.30pm Monday to Friday.

The overall aim of the job is to provide general administrative support which enables the efficient running of the Parish Council.

The role duties include:

- Working within legislation and the policies of the Parish Council.
- Having a good knowledge of Cranleigh, the Parish Council and its activities.
- Working as part of a team to enable the functions of the office to operate as efficiently as possible.
- IT skills for email, Word, Excel, diary management.
- Update the Council and Village website and ensure website accessibility compliance.
- Manage the Council's social media.
- To manage the Council's archiving and GDPR responsibilities.
- Providing information and assistance to members of the community or visitors to the office as appropriate. This requires positive communication skills.
- Keep noticeboards up to date.
- To assist the Clerk with purchase ledger.
- To manage the Council's utility contracts.

- To assist the Clerk to ensure that the Council's obligations for Health and Safety, Risk Assessment, Inspection and Insurance are properly met and to undertake necessary inspections and training as directed by the Clerk. To pass on information to the relevant member of staff or contractor for action.
- To implement maintenance schedules for buildings and liaise with staff/contractors to see that they are fulfilled.
- To administer the booking of the sports facilities, the Village Hall, Community Centre and Snoxhall Pavilion including sales ledger, hire and licence agreements and to draw up user schedules for Council buildings and to liaise with the appropriate staff and contractors to ensure that the buildings are suitably cleaned and maintained.
- To provide training to hirers to comply with Martyn's Law.
- General caretaking in the Council properties – room setups, supplies, fire alarm tests, first aid kits, noticeboards, defibrillators.
- To administer Community Speedwatch.
- To assist with community events and civic duties including flag days.
- To undergo appropriate and up to date training whenever necessary, with the opportunity of working towards the Certificate in Local Council Administration (CiLCA) qualification.
- To cover out of hours calls on buildings as required.
- Flexibility to provide holiday/illness cover if appropriate.
- To uphold the Parish Council's vision to make Cranleigh a vibrant community in which to live, work and play.
- To perform other duties as instructed by the Clerk.

This is a diverse role which includes too many smaller tasks to be noted in the job description, however, they are of a nature that would be expected within the office environment.

For further information please contact the Parish Clerk Beverley Bell on 07949 073875 or clerk@cranleigh-pc.gov.uk

22 May 2026.