



CRANLEIGH PARISH COUNCIL

ADMINISTRATION & FINANCE & PROPERTY CLERK JOB DESCRIPTION

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| Responsible to: | The Clerk |
| Place of work: | The post holder will be based at the Parish Council Offices. |
| Hours: | Full time 37 hours per week including evening meetings |
| Salary: | SCP Scale 7 – 10 £19,554 - £20,751 |

Aim of the job

This is a full time post covering the Office opening hours of 9.30am and 12.30pm Monday to Friday. In addition the post involves providing support to the Parish Council's Finance and Property & Asset Committees which meets approximately every month. The meetings are usually held on Thursday evenings.

The overall aim of the job is to provide general administrative support which enables the efficient running of the Parish Council with special responsibility for supporting the Finance and Property & Asset Committees.

The role includes:

- 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.
- Deputise as Proper Officer in the absence of the Clerk including meeting attendance.
- Developing basic computer systems to improve efficiency. Council website updates.
- Providing information and assistance to members of the community or visitors to the office as appropriate. A range of positive communication skills.
- To provide administrative support, relevant information and guidance at reasonably convened evening meetings of the Finance and Property & Asset Committees.
- To carry out the decisions made by the Council, but specifically the Finance and Property & Asset Committees.
- To have an understanding of the standing orders and regulations under which the Parish Council operates, and to undergo appropriate and up to date training whenever necessary, especially relating to the Certificate in Local Council Administration (CiLCA).
- To organise the Annual Parish Meeting and Community Showcase.
- To ensure that the Council's obligations for Health and Safety, Risk Assessment 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 for action.
- To administer the booking of the sports facilities, the Village Hall, Youth Centre and Snoxhall pavilion including sales ledger, licence agreements and to draw up user schedules for Council buildings and to liaise with the appropriate staff and contractors to ensure that the bookings are suitably cleaned and staffed.
- General caretaking in the Council properties – room setups, supplies, fire alarm tests.

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF

Telephone 01483 272311, Fax 01483 277573

Website: www.cranleigh-pc.gov.uk, E-mail clerk@cranleigh-pc.gov.uk

- To implement maintenance schedules for buildings and liaise with staff/contractors to see that they are fulfilled, and assist with preparing budgets.
- To manage the Council's utility contracts.
- To input the purchase ledger and produce monthly accounts for payment.
- To reconcile the accounts monthly, produce quarterly budget monitoring and VAT return.
- To assist the Clerk in the preparation of salaries, pensions and end of year returns.
- To be aware of flag days and ensure that the appropriate action is being taken.
- To provide cemetery and allotment admin support in the absence of the Admin Clerk.
- 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.

February 2019