



Snodland Town Council

Council Offices, Waghorn Road, Snodland, Kent, ME6 5BQ

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Snodland Town Council Administration Assistant Job Description

1. To provide clerical, administrative and secretarial support to the Chief Executive and the Town Council.
2. To prepare, print and circulate agendas and associated documents for the Council, its Committees and Sub Committees.
3. To attend meetings and take and compile minutes for the Council, its Committees and Sub Committees.
4. To assist with the development, maintenance and administration of the Council's Website and social media platforms.
5. Input of information onto the Council's ICT system (Rialtas Suite).
6. 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.
7. Prepare Accounting reports for Council Meetings.
8. To work with colleagues to ensure achievement of the Council's objectives and targets.
9. To attend to routine administrative tasks, correspondence, queries, dealing with phone and email enquiries.
10. Administration 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.
11. To manage the operations of the Allotment sites, deal with tenant enquiries, agreements, rents and maintaining appropriate records.
12. To maintain the booking system and diary in relation to the Sports and Function room facilities.
13. Assist with, and attendance at special events including, but not limited to, Carnival, Firework display, Remembrance Day parade and Christmas lights.
14. Staffing Town Council Offices reception dealing with all enquiries from Members of the Public.
15. Liaising with outside organisations, Councillors and Contractors.
16. 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.

This job description sets out the main duties of the job as at April 2021. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.