

HEREFORD CITY COUNCIL

JOB DESCRIPTION

Job Title Administration, Finance and Information Officer

Responsible to Town Clerk

Responsible for No staff report to this post

Purpose of the Post

This work will be undertaken by two or three part-time staff and each member of staff will be assigned one or two of the clusters shown below as their main responsibility. All post holders will however be required to work across the whole range of duties as specified below.

To assist the Town in the delivery of the Council's services through a range of administrative, financial and information processing tasks including :

Administering the business of the Council and its Committees

Administering the Council's presentation of information about its services and activities

Administering the Council's financial processes and maintain records

Providing core office administration services to maintain the efficiency of the Council

Main Duties and Task Clusters

Committee Administration

Prepare agendas for signature in a timely manner and to distribute either electronically or by email to ensure members receive notice of meetings and the items for discussion.

Produce notice of meetings for web site and notice board for signature and ensure they are displayed

Collate reports produced by colleagues and remind colleagues due to present reports of the need to have them ready.

Attend committees and meetings of council (normally from 6 pm) to take notes and to produce minutes

Maintain records of signed minutes, declarations of interest and attendance

Maintain records of agendas and associated reports and appendices

Maintain a calendar of meetings

Maintain an electronic file of incoming planning and tree works applications, highway matters and licensing applications for presentation to the Planning Committee.

Prepare items for display at the Planning Committee either via downloading to a data stick or the Planning Authority's website.

Communicate the responses of the Planning Committee to Herefordshire Council via the planning portal facility.

Produce as soon as practicable after each meeting a summary of decisions taken and queries raised requiring follow up action by officers and disseminate this to all staff.

Maintain lists of items expected to come up at the next and future meetings of committees.

Maintain accurate and up to date lists of membership of committees and Council representatives on outside bodies.

Brief the Chairman of the Committee and the Town Clerk on any requests from the public for representation at Committee.

Support the Chairman at meetings by advising members of the public how to participate in the meeting.

Train new staff as necessary to operate the manual and electronic agenda and reporting systems so as to provide cover.

Communications and Information

Maintain the Council's web site ensuring all necessary announcements of forthcoming meetings and events are displayed in a professional and timely manner.

Collate and maintain a database of community groups active within the City with links to their websites.

Develop and maintain a calendar of free city events and other key festivals such as Three Choirs, Cider and Beer Festival etc.

Publish agendas and minutes of meetings as appropriate on the web site.

Maintain the High Town notice board, ensuring all items are up to date and presented in a professional manner that reflects well on the Council.

Monitor Facebook and Twitter traffic to and from the Council, ensuring all necessary event notices and other publicity is accurate, well presented and up to date, including taking immediate action on own initiative to respond to critical claims about the Council and to report and remove any offensive, racist or otherwise unacceptable input onto sites from members of the public.

Identify any issue raised which requires a reply and either reply directly, reply after discussion with a colleague or arrange for a reply by a colleague using own discretion to determine the correct course of action in specific cases within set instructions.

Monitor the performance of the web site and other electronic media and make suggestions for improving utility and effectiveness.

Periodic review of all content, presentation and style to ensure consistency from page to page etc

Liaise with other users of the web site as content manager to ensure the Council's standards of presentation, respect of equalities etc are maintained

Train new staff to operate the Council's information systems as appropriate.

Finance Functions

Collate timesheets from hourly paid staff for presentation to the outsourced payroll provider after authorisation by the Town Clerk.

Maintain attendance and sickness records and other data for payroll including details of new starters, leavers and other changes to staffing for presentation to the outsourced payroll provider after authorisation by the Town Clerk.

Raise purchase orders when authorised by the Town Clerk and to maintain a record of all orders sent.

Log financial commitments into the Council's accounting system.

Receive and check invoices to verify satisfactory delivery of goods and services and the consistency of the invoice with the appropriate purchase order.

Ensure that any anomalies between purchase order, goods delivered and invoiced cost are reported to the Town Clerk as soon as practicable.

Prepare invoices for payment by cheque, writing the cheques and presenting them and necessary supporting documentation for signature by authorised members.

Maintain an accurate and up to date list of cheque signatories and to advise members when batches of cheques need to be signed.

Enter details of payments made onto the Council's accounting system in accordance with working methods determined by the Town Clerk and external accountancy services provider.

Assist the external accountancy services provider in collating monthly reconciliations, quarterly financial reports, annual accounting statements and the drafting of the Council's budget by collating background information.

Collect money from public toilets, map machines and any other revenue generating services of the Council, count it, present it to the bank for payment and to record the transactions.

Maintain the Council's petty cash, recording transactions accurately and balancing the account with the external accountancy service provider as necessary.

Train new staff in the operation of the Council's financial system as appropriate.

Maintain adequate stocks of key office supplies, raising orders as necessary and checking invoices against deliveries. Monitor stocks of stationery and office supplies and liaise with suppliers, raising purchase orders when necessary to ensure the efficient running of the office.

Report any difficulties with office equipment, liaising with the photocopier suppliers, IT support contractor etc as necessary to ensure the continuing operation of the office as efficiently as possible.

Generic Duties

To carry out all duties fully in accordance with the Council's policies and procedures including financial regulations and standing orders, health and safety, equalities and diversity and staff conduct policies.

To take all necessary and appropriate action to preserve own and others health and safety at work.

To work at the offices in the Town Hall and at other locations within the City of Hereford in support of specific events as necessary

To carry out other duties similar to those described above commensurate with grade, skill and experience.

To provide cover as necessary for the Council's reception desk located in the town hall, assisting visitors both to the City Council and other users of the building in accordance with published service standards and protocols.

PERSON SPECIFICATION

There are generic requirements for this post as set out below. In addition applicants may be asked to demonstrate specific skills or experience relevant to one or more of the work clusters identified in the job description.

Essential

Education to A level standard or possession of a business administration qualification eg Diploma in Management Studies, Certificate in Management Studies, HNC/D in Business Studies or equivalent

(Oversees qualification of equivalent status will be accepted provided there is proficiency in spoken and written English)

Proficiency in Microsoft office programs including Word

A minimum of three years experience of working in an administrative role

Evidence from examples from previous work of ability to balance conflicting priorities and address a diverse workload in an orderly and professional manner

Evidence from examples from previous work of commitment to learning new skills in an office environment through continued professional development

Specific requirements for each cluster of duties

Committee Administration

A minimum of two year's experience attending formal meeting and producing minutes to a professional standard

A minimum of two year's experience of maintaining filing systems

Evidence through work experience of ability to operate an electronic committee management system including using projector and screen technology linked to a laptop to present items for review by a committee.

Communications and Information

Proficiency in Wordpress website administration and social media platforms

A minimum of two year's experience of managing a web site or other social media platform including monitoring replies of comments from users and responding to attempts to post inappropriate or unacceptable comments.

Finance Functions

A minimum of two year's experience operating a financial system including posting payments, raising cheques and recording income.

A minimum of two year's experience of managing a petty cash account

NB Experience may be demonstrated from either paid or voluntary work