



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org 01623 626857

Administrative Assistant Job Description

Clipstone Parish Council

Clipstone is a growing village in north Nottinghamshire with a population of just under 5,000 residents. The Council's full complement of Councillors is 9 but is currently operating on a reduced capacity of 7 Councillors. The precept for the financial year is £166,200 with forecasted income from other sources of circa £50,000. The Council also has healthy reserves to aid its project delivery ambitions.

The Council employs 6 other members of staff, all of whom work part-time, the Clerk, a Responsible Financial Officer (RFO), 2 grounds staff, a village hall warden and a cemetery warden. The Clerk is the most senior member of staff, who has overall responsibility for staffing resource. The Administrative Assistant reports to the Clerk.

Assets

The Council owns or has responsibility for the following assets:

- Village Hall
- Cemetery
- Former Squash and Sauna building
- Pockets of land in the area
- Christmas lighting display and Christmas tree

Projects

The Council is working to deliver a community hub, realise the delivery of several aged projects and to benchmark then raise its staff's terms and conditions to levels that would be recognised within the sector as those of a fair and good employer.

Base

The Administrative Assistant will work from the Village Hall.

Specific Responsibilities

1. To respond to telephone enquiries, emails and dealing with personal callers to the Village Hall which will cover a wide subject range
2. To sensitively respond to cemetery service enquires, taking bookings, making arrangements which may include liaising with funeral directors, stonemasons and occasionally families as well as co-ordinating with the grounds staff as required
3. To maintain and update the cemetery records
4. To receive, review and consider whether to grant memorial stone permission against the Council's cemetery criteria
5. To take bookings for the use of the Village Hall
6. To maintain and update the Council's operations diary

7. To raise the corresponding invoices in relation to cemetery services, Village Hall bookings and other revenue activities
8. To record details of all cash, cheques, online payments received on the Council's Accounting System
9. To attend the bank/Post Office to deposit cash and cheques
10. To administer, maintain and reconcile the petty cash float
11. To create and issue purchase orders and maintain a purchase order system
12. To monitor and maintain appropriate stocks of office consumables and Village Hall supplies
13. To monitor, track and arrange maintenance/service renewals
14. To maintain the Council's Accounting System in an up-to-date manner including dealing with software updates, maintaining budget information and the production of monthly, yearly and ad hoc reports as required
15. To assist with the preparation, photocopying and collation of agendas for meetings of the Council and its committees
16. To prepare draft minutes of Council and committee meetings
17. To administer and maintain the Council's website and social media presence
18. To provide administrative support to the Clerk and RFO as required
19. To ensure documents are filed promptly and filing systems are maintained appropriately
20. To provide appropriate assistance when the Clerk and RFO are not in the office. This would not extend to covering for holidays or other absences.
21. To be proactive in spotting opportunities to make operational improvements
22. Any other duties allocated by the Clerk that are consistent with the duties and responsibilities set out above