

## GLEN PARVA PARISH COUNCIL

### Admin Assistant Vacancy - **POST B**

We are looking for a highly organised and detail-oriented Admin Assistant to join our Parish Council Office team. This role is vital to the efficient operation of our Parish, assisting with various administrative duties and supporting our community outreach efforts

#### **Position Details:**

- Job Title: Admin Assistant Post B
- Location: Parish Council Office
- Salary: NJC SCP 11 £25,979 per annum (pro rata) £13.50 per hour
- Hours: 12.5 hours per week Monday – Friday 12.00 noon -2.30 p.m.
- Type: Part-time

**Application deadline: 12 Noon on 15th November 2024**

Email address: [manager@glenparvaparishcouncil.org.uk](mailto:manager@glenparvaparishcouncil.org.uk)

Phone number: 0116 2771450

In this role, you will provide essential clerical and administrative support to the Parish Clerk. You will ensure smooth day to day operations and assist in the coordination of council meetings, community events, and enquiries from the public. This role requires excellent communication skills, ability to multi task, and a positive approach to handling a wide variety of administrative tasks in a busy environment, at times face to face with the public.

#### **Key Responsibilities include:**

- \* To deputise and support the Parish Clerk or other admin staff during periods of absence, as and when required.
- \* Handle local communications, respond to enquiries and maintain positive relationships with residents and community members.
- \* Process and deal with annual maintenance contracts, ensuring that they are kept up to date and in compliance.
- \* Order any stock, supplies or equipment and seek quotes for any specific works approved by Council.
- \* Manage and keep up to date an accurate fixed asset register.
- \* Attend meetings and take minutes, ensuring clear and concise records.
- \* Assist with the processing of invoices and receipts for payment, maintaining accurate financial records. Assist with weekly banking procedures.
- \* Process and deal with all matters associated with Community bookings of rooms and premises hire.
- \* General Clerical duties in performing various office tasks, including filing, data entry and other admin support as and when needed.

- \* Attend training courses or seminars as required.

This is a description of the main duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the parish council

**Qualification & Skills:**

- \* Proven administration experience, preferably in a local government or community setting.
- \* Excellent accounting skills.
- \* Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- \* Have working knowledge or used RIALTAS or SAGE or other financial support software.
- \* Have great attention to detail & be highly organised, ensuring deadlines are met and able to adapt to changing priorities.
- \* Be creative and passionate about making a difference in the community.

The post is permanent and subject to a period of successful probation. We are looking for the successful candidate to be flexible, willing and to start as soon as possible.

Glen Parva Parish Council aims to be an Equal Opportunities employer, employing people on merit and ability to do the job, and welcomes applications from people from all sectors of the community.

**Disability Discrimination Act:**

Reasonable adjustments will be considered under the Disability Discrimination Act 1995 (and any amendments) for job applicants who, because of disability, cannot meet particular requirements.

**Offer of employment:**

Any offer of employment would generally be subject to satisfactory references and of legal entitlement to work/employment in the UK. A criminal records check through Data Barring Service will be undertaken.

**Data Protection and Information:**

All information given will be processed in line with the principles of the "Data Protection Act".

Information is only used by Glen Parva Parish Council for the purpose of recruitment and employment; for a person's involvement in the Council and for statistical monitoring. If at any time a person objects to this, they should contact the Clerk to the Council.

## GLEN PARVA PARISH COUNCIL – ADMIN ASSISTANT PERSON SPECIFICATION

KEY JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING MECHANISM
Competent command of English Language & numeracy	√		Application Form
<b>EXPERIENCE</b>			
Administration work in an office environment	√		Application Form
Event organisation		√	Application Form
Marketing and Publicity		√	Application Form
Local Government experience		√	Application Form
Dealing with wide range of people	√		Application Form
<b>KNOWLEDGE</b>			
Proficiency in using social media platforms	√		Interview
Knowledge of Health and Safety requirements		√	Interview
Good knowledge of Financial Procedures	√		Interview
Knowledge of RIALTAS Accountancy Programme		√	Interview
<b>SKILLS</b>			
Excellent communication and language skills, both written and verbal at all levels	√		Interview and Application Form
Organising and presenting information and data effectively, including the ability to write reports and promotional material	√		Practical exercise Interview and Application Form
Keyboard and IT skills including working knowledge of Microsoft Office applications (including Word, Outlook, Excel, PowerPoint and Publisher), and use of the internet	√		Practical exercise Application Form Interview
Strong prioritisation skills and ability to manage own workload	√		Interview
<b>PERSONAL QUALITIES</b>			
Ability to fit into a committed and focused team	√		Interview
An enthusiasm and ability to deal with people at all levels in a professional manner	√		Interview
Ability to maintain confidentiality at all times	√		Interview
<b>OTHER</b>			
Flexible approach to work	√		Interview
Interest in local communities	√		Interview
Willing to develop knowledge and experience	√		Interview



**RELEVANT TRAINING COURSES**

Please give details of any relevant training you have completed and membership of any professional body

Dates	Body /Organisation	Details

**CURRENT OR MOST RECENT EMPLOYMENT**Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in later section: **Experience / skills****1.Current/most recent employer/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		

Reason for leaving /Changing
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**2.Previous employee/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		

Reason for leaving /Changing
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**3.Previous employee/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		

Reason for leaving /Changing
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**4.Previous employee/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		

Reason for leaving /Changing
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**EXPERIENCE AND SKILLS**

This section is for you to give specific information in support of your application.

(please continue on the next page)

After reading the Job description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post.

Please say why you are applying for this post and what skills and knowledge you have which would enable you to do it well. Your experience may not have been gained in paid employment but may include special interests relevant to the post. Please use an additional sheet if necessary.

**REFERENCES**

Please give name, address and position/occupation of two referees. One must be your present or more recent employer. Testimonials or references from friends or relatives are not acceptable.

1.Name.

Position.

Organisation.

Address.

Tel.

Email Address.

If you are shortlisted may we obtain a reference before interview? Yes / No

2. Name.

Position.

Organisation.

Address.

Tel.

Email Address.

If you are shortlisted may we obtain a reference before interview? Yes / No

**DECLARATION AND DATA PROTECTION ACT CONSENT**

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as is required in connection with the application.

Signed:

Date:

**INTERVIEW ARRANGEMENTS**

It is hoped to hold interviews for these posts sometime during the week commencing Monday December 2<sup>nd</sup>. Shortlisted candidates will be notified in advance with further details of the interview process.

If successful, are there any dates in the near future when you are not available for work?