



Redruth Town Council

## COMMITTEE SUPPORT ASSISTANT

**SCP 6 - 9 (£19,698 - £20,903) (Pro rata 22 hours per week (TBC))**

### JOB DESCRIPTION

#### **Responsible to:**

Administration and Finance Officer

#### **Job Purpose:**

To assist the Administration and Finance Officer in the effective delivery of Council administration and provide administrative and finance cover and support where needed.

#### **Duties & Responsibilities:**

- To provide general administrative support to the Town Council.
- To assist in the preparation of agendas for meetings of the Council and its committees.
- To attend such meetings as required, take minutes and prepare them for approval.
- To assist in the registration of all received planning applications; the return of responses to Cornwall Council within specified time limits and liaison with Cornwall Council Planning Officers to ensure full information for Councillors.
- To assist in the provision of the central point of contact for the Town Council, ensuring a professional and timely response to customer enquiries on the telephone, by email and via the website.
- To carry out all usual routine office duties, including the management and maintenance of office supplies, ensuring a sufficient supply at all times; and dispatching promptly all such notices, letters and other documents as the due transaction of business of the Council shall require.
- To accurately maintain appropriate manual and digital filing systems.
- To ensure that all Data Protection, Health and Safety, and Risk Management procedures relevant to the Council are followed.
- The management of the Council's diary in relation to the use and booking of meeting rooms.
- To assist in the organisation of the town's Floral Displays, in particular through the collation of information and orders.
- To assist in maintaining the Town Council's website, ([www.redruth-tc.gov.uk](http://www.redruth-tc.gov.uk)), to ensure that it is up to date and accurate.
- To assist in the arrangements for all civic events and town festivities as organised by the Council, and any other functions that may be from time-to-time be organised.

- To assist in the management of the Mayor's calendar and in ensuring that responses to civic functions are sent on behalf of Councillors.
- To support the activities of Redruth Youth Council, providing assistance with appropriate supervision and guidance.
- To provide general finance support as required, including the payment of invoices; production of Purchase Orders; monthly payroll; HMRC returns and LGPS monthly contributions; the paying of monies in to bank as required; production of accurate and up to date accounts in line with the requirements of the Council and the provision of information for auditors
- To act in a polite, professional and capable manner at all times, as would be expected as an employee of the Town Council.
- To undertake any other duties required by the Council consistent with the level and scope of the post.

This outlines the duties required for the time being of the post entitled Committee Support Assistant in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

## COMMITTEE SUPPORT ASSISTANT – PERSON SPECIFICATION

	Essential Attributes	Application Score	Interview Score
<b>Educational Qualifications</b>	5 GCSE's including English		
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Literate and numerate</li> <li>• Secretarial/clerical training – able to demonstrate competency in administration</li> <li>• IT trained and proven competency in Microsoft 365 suite</li> <li>• (Accountancy qualification)</li> <li>• Understanding of Local Government practices and the role of Councillors</li> <li>• Procedural and practical knowledge of Local Government administration</li> <li>• Practical experience of servicing committees or boards and reports</li> <li>• Ability to interpret information</li> <li>• Presentation of information in clear and concise manner</li> <li>• Good reasoning ability</li> <li>• Able to communicate with team members, Councillors and the general public</li> <li>• Ability to produce information to target audience</li> <li>• Must understand and respect confidentiality</li> <li>• Confident at public speaking and presenting</li> <li>• Able to prioritise and work to meet deadlines</li> <li>• Flexible in approach to work and meetings</li> <li>• Able to forward plan and ensure that deadlines are met</li> </ul>		

	<ul style="list-style-type: none"><li>• Able to work well unsupervised and on own initiative</li><li>• Ability to respond independently to unexpected situations</li><li>• Experience of handling confidential, manual and computerised information</li></ul>		
<b>Other</b>	<ul style="list-style-type: none"><li>• Must be available for evening meetings, and providing cover in the absence of the Administration and Finance Officer</li></ul>		