



Job Description

Post: Administration Assistant

ResponsibleTo: Parish Clerk

Primary Function of The Post: To provide administrative assistance to the Parish Clerk

Principal Accountabilities:

1. General administrative duties.
2. Filing, record keeping, scanning and processing work on document management systems.
3. Dealing with incoming and outgoing post.
4. Checking, processing and inputting data, using manual and IT systems, including office, specific spreadsheets and databases.
5. Word processing of letters and forms etc.
6. Dealing with deliveries of goods and services, ordering stationery and other supplies and associated stock control.
7. Processing payment of invoices.
8. Assisting in personnel support related tasks including processing data, sickness/annual leave, monitoring, minute taking and producing reports from pay/personnel systems.
9. Telephone answering, dealing with correspondence, photocopying and document handling.
10. Cash handling, petty cash, banking income and reconciliation duties.
11. Providing clerical support to the Parish Clerk.
12. Working as part of the staff team.
13. Any other duties and tasks associated with the role, which are appropriate to the grade and level of responsibility attached to the post.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with this legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must therefore be maintained at all times.



4. This job description will be subject to review and amendment periodically in line with changing Council requirements.

Post Holders signature:

Date: February 2018