



Tavistock Town Council

Job Title Office Administrator (Financial Support)

Location Council Offices, Drake Road

Reporting to Assistant to the Town Clerk

Job Purpose - to provide a co-ordinated office and corporate administrative support service with specific duties relating to support for the Finance functions of the Council and meetings.

Key Responsibilities – reporting to the Assistant to the Town Clerk to provide the following services:

General

1. To provide administrative, secretarial and corporate support services including those of a general office and administrative nature including, but not limited to;
2. To undertake duties of a general financial nature, as required, including assisting with those related to the receipt and banking of monies, together with the maintenance of appropriate and accurate records on behalf of the Council
3. To provide support and cover, as required, for the post of Office Administrator (Mayoral Support) including with regard to Mayoral/Civic administration/events
4. To assist in the delivery of Council projects and initiatives and to provide support to other departments as/when necessary
5. To provide customer facing and receptionist services on behalf of the Council
6. To make effective use of information technology – in particular office software (such as Microsoft Office and Sage) and support the Council Internet and Social Media presence
7. To support the democratic process including the preparation and issuing of Agendas, related documents and associated matters and attendance at meetings, when required, for Minute taking purposes (some of which will be in the evening)

Financial

8. To assist with the Council's financial and accounting functions with particular reference to the inputting and processing of financial data (including Purchase Orders and invoices), maintaining records and receipt and payment of monies, together with the processing and payment of wages/salaries

Other

9. To undertake such other duties as may be required from time to time as are commensurate with the grading of the post.