



LYNDHURST PARISH COUNCIL ADMINISTRATIVE OFFICER

Job Description

General

1. The Administrative Officer to the Council will have a statutory duty to carry out all the functions as directed by the Clerk/Responsible Financial Officer, Chairman and Councillors. This will include ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
2. The Administrative Officer is accountable to the Clerk/RFO, Chairman and Councillors for the effective management of all its resources and will report to them as and when required.
3. The Administrative Officer will assist the Clerk/RFO with the financial records of the Council and the careful administration of its finances.
4. The Administrative Officer will be expected to work from the Parish Council's offices situated at 13 High Street, Lyndhurst SO43 7BB.

Specific Responsibilities

1. To assist in ensuring that statutory and other provisions governing or affecting the running of the Council are observed in consultation with the Clerk/RFO.
2. To assist in ensuring that the Council's obligations for Risk Assessment are properly met.
3. To prepare, in consultation with the Clerk/RFO and appropriate members, agendas for meetings of the Council and Committees. To attend, after training, such meetings and prepare minutes for approval.
4. Under direction from the Clerk/RFO, to receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Clerk/Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
5. To receive and report on invoices for goods and services to be paid for by the Council to the Clerk/RFO and, in the absence of the Clerk/RFO to ensure that invoices are paid in a timely fashion. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
6. To assist in compiling reports on specialist matters.
7. To assist the Clerk/RFO in administration of the Lengthsman Scheme.
8. To act as the representative of the Council in the absence of the Clerk/RFO.
9. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the meetings that are agreed by the Council.
10. To prepare, in consultation with the Clerk and Chairman, press releases about the activities of, or decisions of, the Council.
11. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
12. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness.
13. To represent the Parish Council at meetings of outside bodies, as required.

Cemetery

14. To liaise with funeral directors and monumental masons regarding the use of the Parish Council's Cemetery and Chapel and to keep accurate records in the Council's registers and to update regularly the Cemetery maps.
15. To ensure all correspondence with Registrars of Deaths are executed in a timely manner.
16. To deputise for the Clerk/RFO as the point of contact with members of the public regarding any queries on the Cemetery.
17. To meet with members of the public regarding cemetery plot allocation.

Allotments

18. To assist the Clerk/RFO and Allotment Committee Chairman to carry out regular plot inspections and to deal with any necessary resultant paperwork.
19. To assist in ensuring that all invoices for allotment tenancy fees are sent out at the correct time and to receive all payments.
20. To liaise with members of the public regarding allocation of allotments and any queries that may arise.

Recreation Ground

21. To assist Clerk/RFO with regular equipment inspections.
22. To assist in gaining quotations for new equipment and any necessary maintenance work.
23. To assist in ensuring that all Health and Safety aspects are met.

Financial Responsibilities

24. To assist in the maintenance of the proper financial records of the Council for the prudent management and administration of its funds and finances, and specifically: -
 - (a) To assist in maintaining an adequate system of bookkeeping so as to define at any time the current income and expenditure of the Council and the Council's assets and liabilities.
 - (b) To assist in monitoring and balancing the Council's accounts and to prepare records for audit purposes and VAT.
 - (c) To assist in reconciling, at least monthly, the balances shown by the books of account and by bank statements for all bank accounts held by the Council.
 - (d) To assist in maintaining appropriate records relating to Value Added Tax, and to make proper Returns to and/or reclaims of VAT from Customs and Excise.
 - (e) To assist in meeting the Council's statutory obligations for annual internal and external audit of the Council's accounts.
 - (f) To assist in the preparation of draft annual Budget and Precept proposals for consideration and approval by the Council and/or its Finance Committee, all in accordance with a timetable to facilitate the adoption of agreed Budgets and related Precepts
 - (g) To assist in seeking grant aid for projects where appropriate.