

# Didcot Town Council

## Job Description

**Job Title:** Reception and Finance Administrator

**Accountable to:** Town Clerk and Property & Facilities Manager

**Objective:** To assist with the administration of the Town Council properties, finance and HR functions whilst acting as the first point of contact for residents and visitors.

### **Main Duties and Responsibilities:**

#### **Reception and Information**

1. To welcome visitors and callers to the Town Council Offices and Didcot Civic Hall. To assist members of the public with enquiries across a wide range of Council services.
2. To respond to enquiries using a range of communications including telephone, email, correspondence; website messages; Facebook and social media.
3. To assist with the distribution and dispatch of correspondence.
4. To order stationery and supplies for the Town Council properties. To order cartridges for the photocopier and franking machine.
5. To assist on reception for evening and weekend cover on a rota basis.

#### **Finance Administrator**

6. To act as the Committee Clerk to the Finance & General Purposes Committee – assisting with agendas, reports and minutes.
7. To work on projects associated with the Finance & General Purposes Committee and as directed by the Town Clerk/Responsible Finance Officer.
8. To assist the Town Clerk and Finance Contractor with the administration of payment paperwork and to assist with credit control where necessary.
9. To monitor budgets and work closely with the Town Clerk or Finance Contractor to help provide regular reports to the Finance & General Purposes Committee.
10. To administer the Grants programme and collect the information necessary to forward the applications to the Finance & General Purposes Committee.

11. To assist the Town Clerk with staff records including annual leave; toil; overtime and expenses. To help with the filing of staff records and correspondence where required.
12. To administer the petty cash and other monies relating to all Council services and activities.
13. To assist the Property & Facilities Manager with all elements of hiring casual bar staff including allocation of duties and hours of work.
14. To attend training courses as required by the Town Clerk.
15. To deal with any other matter which would facilitate the smooth running of all Council properties, or as may reasonably be required by the Town Clerk or the Properties Committee.

**Working Relationship:** The role requires working relationships with other members of staff, elected Members of Council; other Councils, local organisations and groups.

Last reviewed: April 2021 – this job description is not exhaustive and will be subject to review and amendment as directed by the Council.