

JOB DESCRIPTION

SECTION ONE		
KETTERING TOWN COUNCIL	Post Title:	Administrative Officer
	Grade/Pay:	£13/hr
	Post Number:	003

SECTION TWO
Responsible to:- Town Clerk Responsible for <ul style="list-style-type: none">- Any resources, assets and equipment owned by or used by the Town Council in the course of their duties.

SECTION THREE – Overall purpose of job
To provide administrative support to the Clerk and Deputy Clerk. .

SECTION FOUR – Principal Responsibilities
DUTIES <ul style="list-style-type: none">• To take bookings for market stalls for general and events markets and liaise with the contractors who erect stalls on market days; to keep an up to date database of regular and casual market traders and to support publicity and communications activity from time to time• To invoice for the hire of market stalls and pitches and for other income due to the Council; to monitor that invoices are paid.• To capture payments and receipts on the Council's financial management system and to post payments to the Council's bank accounts, whilst complying the Council's financial regulations.• To manage applications received by the Kettering Charities for fuel grants and apprenticeship grants and to post payments to the relevant bank accounts once they have been agreed .• To keep the Council's website up to date and relevant, and monitor its usage,• To support consultation exercises conducted by the Council from time to time,• To help plan and manage the Annual Town Council meeting and the Annual Town Meeting in May each year and up to three further Town Meetings events annually• To provide support in the delivery of events organised by the Council• To undertake training and professional development relevant to the role as

- required
- To undertake any other duties commensurate with the level of the post as may be required

SECTION FIVE – Main levels of contact

Internal: The Mayor and Elected Town Councillors. Other staff employed by KTC.

External contacts: .

- Local organisations and groups
- Members of the public
- Suppliers and contractors

SECTION SIX – Terms and Conditions

Salary: 10 hours per week at £13 per hour,

Leave 25 days paid leave a year, pro rata

Vehicle You should ideally have your own car and a clean licence. The Town Council's mileage rate is 45p per mile

Pension – you may be enrolled onto the Northamptonshire local government pension scheme if you choose

Flexible working - The pattern of working hours will be agreed with the postholder, but occasionally some early evening work may be required. Working from home for some of the time can be agreed.

Probation – a probationary period of 6 months will apply to all new entrants to local government service.

SECTION SEVEN

Job Description prepared by M Hammond

Approved by Committee5th October 2022.....

Agreed by: (Post holder)

Date 25th September 2022

Date

PERSON SPECIFICATION – ADMINISTRATIVE OFFICER

	Essential	Desirable
Qualifications	English and Mathematics GCSE (A-C) or equivalent.	.
Knowledge and Experience	Experience of at least 1 year working in an office environment	Knowledge of the role of elected members, and understanding the functions of local authorities.
	Experience of working towards agreed deadlines.	Experience of working in an environment where deadlines change at short notice.
	Can confidently use software packages such as Microsoft Office, Microsoft Excel, Teams, Powerpoint, and MS Forms	Experience of managing budgets and using financial software packages
	Experience of working in a job role where you have managed websites.	
	Experience of working in a customer facing environment.	Experience of conducting public engagement and consultation exercises
Personal Qualities	Works accurately and quickly	
	Well organized and motivated.	
	Can develop and foster effective relationships with a variety of stakeholders.	
Other Requirements		Holds a full clean driving licence and owns a car.