



WESTGATE-ON-SEA TOWN COUNCIL

JOB PROFILE

RECEPTION/ACCOUNTS ADMINISTRATOR

Reports to: Town Clerk

Salary: dependent on experience starting at £10.63 per hour.

Hours: Part time; 20 hours per week – Monday to Friday 9.30am to 13.30pm with potential to increase to 25 hours per week

Purpose: To provide administrative support to the Town Clerk and office. Reception based role and accounts administration.

Overview: The key responsibility areas set out below outline the range of responsibilities required. They are not a comprehensive list.

Job profiles will be reviewed annually in accordance with organisational needs and any major changes will be discussed with the postholder.

Key Responsibilities:

- Reception based role providing front of house reception duty; greeting visitors to the Town Council
- Carry out accountancy tasks using our software package and/or spreadsheets
- Carry out administrative requirements for recreation ground bookings
- To arrange inspections and records of Town Council property and/or assets
- To obtain quotes for equipment and/or services for inclusion in reports for the Town Council
- To provide administrative support for the various Town Council meetings, as instructed by the Town Clerk
- To liaise with the Town Clerk and arrange meetings with outside organisations, agencies for the Town Council
- To process telephone calls and emails accurately and efficiently for the Council
- Use of computer, photocopier, laminator, printer etc.
- Updating Town Council website with information
- Support in allotment gardens administration
- Maintain records and filing systems.
- To offer the highest standard of customer service
- Take part in Performance Management framework and training and development activities as required.

- To ensure all tasks and duties are completed during each day to agreed standards.
- Undertake any other duties, which may be reasonably required, as directed by the Town Clerk.

Person Specification:	Essential characteristics	Desirable characteristics
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs or equivalent • Finance qualification and/or experience 	<ul style="list-style-type: none"> • First Aid Qualifications
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to colleagues, councillors and members of the public • Strong work ethic and capacity for hard work • Be able to prioritise and manage workload • Willingness to work flexibly and respond to the needs of the business of the Council • Confident and outgoing manner • A 'people person' • Self-motivated and pro-active • Ability to work as part of a team • A smart and professional appearance 	
Knowledge and skills	<ul style="list-style-type: none"> • Have good numeracy skills and capable of working with finance software and knowledge of finance in a business setting • Have good written and verbal communication skills • ICT literate and able to use the internet and social media • Confident use of Microsoft Word, Excel, PowerPoint and Outlook • Be able to work in an organised and methodical way and have sound organisational and coordination skills 	

	<ul style="list-style-type: none"> • Be able to work accurately and to deadlines • Be able to work effectively under pressure • Good accuracy and attention to detail • Excellent telephone manner • Sound knowledge of Excel is required 	
Experience and training	<ul style="list-style-type: none"> • Experience of working in an office environment • Experience of working with finance software • Experience of dealing with finance reconciliations • Ability to respond to written and verbal queries appropriately • Ability to work effectively without close supervision 	<ul style="list-style-type: none"> • Local authority experience

