

MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG



JOB DESCRIPTION

Job Title: Senior Administrator

Department: Office Team

Responsible to: Town Manager

Salary: –NJC Scale 6 Point 18-22 £25,419 - £27,514

Main purpose of the Post

To administer all practical, day to day and monthly financial activities of the Council accurately and in accordance with deadlines.

The post will play a key role in producing and managing the Councils communication channels including notices, the website and social media.

The post holder will deputise for the Town manager during periods of leave.

Responsibilities

Finance

1. Operate the computerised accounting system – AdvantEdge, using the systems capability to its fullest extent
2. Operate the bank accounts.
3. Carry out monthly bank reconciliations.
4. Carry out end of month accounting procedure.
5. Operate the pay roll in conjunction with the Town Manager.
6. Operate the VAT account.

7. Operate petty cash.
8. Produce the end of year final accounts – income/expenditure, balance sheet, supporting statements and returns in conjunction with the Town Manager.
9. Prepare the end of month financial reports for the Town Manager.
10. Prepare quarterly financial reports for the Council
11. To prepare the annual income and expenditure estimate in conjunction with the Town Manager

Projects and Communication

1. To administer projects designed to help the town. These include, but are not limited to events, posting on social media, communications, implementation of a Loyal Free Scheme and making Mildenhall a more attractive place for residents and businesses.
2. To keep the information on the Town Council website up to date, adding and removing material as appropriate.
3. To liaise with other officers of the Town Council to streamline and document administration processes.

Governance

1. To perform the duties of the Town Manager during short term absences of no more than two weeks and under instruction.
2. To attend meetings of the Town Council and Committees as requested or in the absence of the Town Manager and to prepare the relevant reports and minutes.
3. To act as a representative for the Council as required
4. Clerk the Planning Committee

Administration

1. To be responsible for the day to day administrative and corporate support management of the Council in conjunction with the Town Manager.
2. To act as Safety Co-ordinator for the purpose of Health and Safety Legislation.
3. To assist in the implementation of Council and Committee decisions.
4. To attend meetings of other bodies as a representative of the Town Council.
5. To assist generally as needs dictate by performing such other duties as the Town Manager or Council may require from time to time.

6. Orders for stationery/ other orders.

Terms and Conditions

The Terms and Conditions of Service of the Post Holder shall be in accordance with the National Joint Council for Local Government Services' Scheme of Conditions of Service (Green Book).

Attain relevant qualification as required by the Council