

# Job Description – Administrative Assistant

## Overall Responsibilities

The Administrative Clerk will support the Parish Clerk/Responsible Financial Officer in the running of the Parish Council.

This is a varied role and will include:-

- Social media and website management
- Assisting the Clerk with preparing agendas and supporting documents for Council and Committee Meetings.
- Attending Parish Council meetings, this includes one Full Parish Council meeting per month, on the second Thursday of the month in the evening and other occasional evening meetings as required.
- Assisting the Clerk with producing minutes of meetings and assisting in follow up actions from meetings.
- Liaising with local authority representatives from Cambridge County Council and Huntingdon District Council
- Assisting with the management of Cemetery and Allotments including (Scribe software)
- Assisting with the production of content for the Parish Council entry for Spectrum magazine each month
- Assist with the management of policies and procedures, to ensure the Council complies with current legislation.
- Deal with telephone call and enquiries, emails and in person enquiries
- Assisting with the preparation of invoices for payment
- Inputting invoices onto Scribe (accounts software)
- Assist with the preparation of Budget and end of year Accounts
- Attend training courses as required
- Carrying out general administrative duties under the guidance of the Clerk