



## Seaford Town Council

### Administration Assistant

#### Job Description

Responsible to: Finance Manager

Grade: SCP 16-21

Hours: 28 hours per week

#### 1. Job purpose

To provide efficient and effective finance support to the Town Council.

#### 2. Areas of Day-to-Day Responsibility

Invoices  
Payments  
Debtors  
Expenses  
Finance Reports  
Finance Administration  
Debit Card Expenditure  
Banking  
Petty Cash

#### 3. Duties

- 3.1 Financial Administration – responsibility for day to day financial administration including computerised financial records.
- 3.2 Enquiries – responsibility for dealing with all accounts enquiries.
- 3.3 Purchases – responsibility for the coordination, processing and payment for all goods and services to include processing of purchase orders & invoices, preparation of payments.
- 3.4 Sales - responsibility for the coordination, processing and monitoring of all sales invoices in accordance with Council schedules and rates. Including follow up of unpaid invoices and referral of bad debts.
- 3.5 Petty Cash – responsibility for monitoring and control of petty cash in accordance with Council procedure.
- 3.6 Banking – banking of incoming cash and cheques to the Council and receipt in to appropriate ledgers.
- 3.7 Golf Course & The View – responsibility for monitoring and recording Golf Course and The View income.
- 3.8 VAT – preparation and coordination of all VAT returns.
- 3.9 Final Accounts – assist with preparation for final Year End accounts.
- 3.10 Payroll – assist Finance Manager with preparation and coordination of payroll including pension, PAYE and other relevant payments.
- 3.11 Grant Applications – responsibility for coordination and processing of grant applications and procedure.

- 3.12 Seaford Head Nature Reserve – to act as Honorary Treasurer to Seaford Head Nature Reserve including preparation of accounts and reports as required.
- 3.13 Minutes & Agendas – assist the Support Services Manager with the preparation and production of the agenda and reports for the Finance & General Purposes Committee meetings.
- 3.14 Contract management – to monitor and review the Council’s contracts with utility providers and office equipment suppliers (including photocopier and telephone) ensuring best service and price are achieved.
- 3.15 Website – to manage and maintain the relevant pages of the Council’s website relating to financial matters of the Council.
- 3.16 General Administrative duties – to undertake general administrative duties as part of a team including telephone, post, dealing with enquiries from the public, filing and general correspondence.
- 3.17 To work flexibly to meet the needs of the post.
- 3.18 To undertake any other duties required by the Council consistent with the level and scope of the post.

Written: January 2017  
Reviewed: September 2017