



Seaford Town Council



Office Administrator (The View)

JOB DESCRIPTION

Responsible to: Business & General Manager

Hours of work: 10 hours per week

1. Job Purpose:

To carry out tasks to support the efficient and smooth running of the general and financial administrative functions within The View at Seaford Head.

2. Duties & Responsibilities:

General & Events Administration:

- 2.1 To deal with incoming enquiries from members of the public both over the phone and by letter/email.
- 2.2 To coordinate the event booking enquiries and organisation including business meetings, weddings, wakes, parties, golf societies and more.
- 2.3 To maintain diaries to ensure necessary deadlines are being met and key dates are recorded.
- 2.4 Other general administrative duties as required by the management team at The View.
- 2.5 Other appropriate duties to assist cover in the absence of the Assistant Manager, relevant to grade and scope of role.

Financial Administration:

- 2.6 To assist, where required and to cover in others absence, with petty cash, cash deposits, banking and other money handling duties, and also processing invoices, delivery notes and purchase orders, as required.
- 2.7 Working with The View Management Team and Council's Finance Team to ensure Council policy and procedures are adhered to at all times.

Written: January 2023