

FROME TOWN COUNCIL

JOB DESCRIPTION: Finance and Administration Apprentice

Job Purpose:

1. To enhance knowledge in order to attain a full AAT (Association of Accounting Technicians) finance qualification.
2. To develop on-the-job skills in local government administration and finance.
3. To provide clerical support and administrative assistance with the day to day functions of the Town Council.

Salary: £7,696 per annum

Responsible to: The Responsible Finance Officer

Responsibilities and Duties:

1. To provide administrative and clerical support to Town Council Officers and Councillors.
2. To work closely with the Responsible Finance Officer to ensure an efficient finance function is maintained.
3. To assist with personal, telephone and internet callers dealing sensitively and courteously with their enquiries.
4. To provide excellent Council, tourist, local business, visitor and general town information to the public.
5. To process sales of tickets and merchandise, as required.
6. To carry out printing, photocopying, filing and faxing as requested.
7. To effectively deal with all incoming and outgoing mail.
8. To assist in arranging, facilitating meetings with some attendance at evening meetings.
9. To utilise various software to prepare correspondence, meeting information and the maintenance of databases and spreadsheets.
10. To record, report and monitor town complaints to the relevant authorities.
11. To support town and community events.
12. To take part in the appraisal process and be responsible for personal development.
13. To undertake identified training.
14. Frome Town Council is a Quality Town Council authority and therefore all members of staff are required to be aware of the Council's performance and endeavour to maintain this high standard.
15. The responsibility for the smooth running of the Authority is incumbent on all members of staff. During times of absence of colleagues or high workloads, you will be expected to help with or take on additional duties and responsibilities that are in line with the grade.

General:

1. The post holder has personal responsibility for safety in accordance with Health and Safety legislation and Council policies.
2. All staff are required to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.
3. This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Work Environment:

This position is office based and involves liaising with colleagues both within and outside the Council. There is limited travel involved, no regular anti social shifts required although attendance at meetings normally takes place outside of normal office hours, for which time off in lieu can be taken.

The normal working hours of this post are 37 hours per week, 9am to 5pm, Monday to Friday. This is made up of 30 hours based in the office and 7 hours for study time/day release at college. There may be a requirement for some attendance at weekend town events organised by the Town Council for which time off in lieu will be given.

It should be noted that this is an apprenticeship position. Once the AAT qualification has been achieved the apprenticeship will either cease or a permanent position may be offered, if one is available. Although there is no guarantee of a future job with Frome Town Council, there should be plenty of employment opportunities available for a fully qualified and experienced person in the local government or private sector.

QUALIFICATIONS

A good general education including GCSE grades A-C (English and Maths).

KNOWLEDGE AND SKILLS - ESSENTIAL

Good literacy, numeracy and communication skills

Strong financial and administrative aptitude

Ability to work under pressure

Flexible approach to work

Good IT skills especially Microsoft Office packages to manage all electronic communications including social media

Confident, professional and personable character

KNOWLEDGE AND SKILLS - DESIRABLE

Strong local community and local government knowledge

Knowledge of tourism services

Event organisation skills