

JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: May 2021

DETAILS OF POST

Job Title:	Resources Assistant		
Department:	Resources		
Salary Range / NJC Scale:	£19,312 – £20,494 (pro rata)	Scale:	5 - 8
Hours of work:	20 hours per week	Status:	Permanent
Responsible to:	Resources Officer		
Contacts:	The post holder should expect to have contact with: <ul style="list-style-type: none"> • Town Council Councillors and employees • Members of the public • Project and community representatives • Contractors, suppliers, press • Other Council service users 		

JOB PURPOSE

The main purpose of the role is to:

To support the Resources Officer and Finance team to provide a comprehensive, effective and efficient human resources and finance service for the whole of the Council to managers, employees and volunteers under the guidance of the Head of Service for Resources and Venues, by providing a proactive support service on a full range of Human Resources issues.

This will entail addressing a wide range of issues relating to HR and finance and providing all relevant information to meet internal and external demands.

The post will also include some financial aspects of Payroll and Financial Systems input, as well as administrative tasks related to all areas of Human Resources.

MAIN DUTIES & RESPONSIBILITIES

Human Resources

To provide administrative support on all aspects of HR including but not limited to:

- Policies and procedures
- Recruitment and inductions of new starters
- Contracts and probationary reviews
- Maintenance of electronic time cards, timekeeping
- Sickness and absence monitoring
- Pay and remuneration
- Pensions
- Appraisals and annual review process
- Training and development
- Assist with administration of Investors in people planning and framework

Financial Inputting

To assist the Resources Officer and finance team in all areas of accounting, including but not limited to:

- Inputting accounting data into the accounting system
- TTC Grants administration
- Processing invoices for all departments
- Purchase ledger / sales ledger / cashbook
- Payment of invoices via BACS
- Credit control and debt recovery
- Undertake petty cash checks accordingly throughout the year and maintain a record of when carried out/ any discrepancies found.
- To assist with end of quarter tasks and requirements to include: banking, stamps available, processing of sales invoices into the correct quarter and income in advance.

Administrative Duties

To work closely with Resources Officer, Finance Officer and Accounting Officer to ensure:

- Smooth operation of all Resources and Finance matters
- To provide clerical and administrative support to the Officers of the Town Council as directed by Head of Service.
- To undertake various administration projects as directed by HOS.
- To undertake general ad hoc administrative tasks as requested, including: filing, document handling, photocopying, printing and archiving.
- To monitor the TTC stationary stock levels and report back to Resources Officer for all requirements

Other Duties

- To plan, organise and manage your own workload to ensure your contribution to the Council's monthly financial process is achieved in a timely and accurate manner.
- Act responsibly in managing your own health and safety and that of anyone else who may be affected by your actions/omissions.

GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be;

- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
- to be on a rota system for evening / weekend service delivery requirement for furtherance of the position or the post holder's personal development
- requested to attend meetings or events which may fall at evenings or weekends
- expected to undertake any other reasonable duties that the Town Council may ask of you.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue.

Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Minimum 5 GCSE's at grade C or above • GCSE grade C or above in Maths and English 	<ul style="list-style-type: none"> • Level 3 qualification • Accounting / finance qualifications • HR qualifications
Experience	<ul style="list-style-type: none"> • Working within HR and Finance • Basic understanding of accounting processes and procedures • Credit control • Cash handling experience • Good level of competence in Excel, Word and Outlook • Able to work effectively with minimal management guidance / supervision • Working under pressure, to meet targets • Planning own work and being extremely organised 	<ul style="list-style-type: none"> • Completing end of quarter and end of year financial requirements • Local Government • Finance software • Sage • Omega / Rialtas finance systems • Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation • Preparing invoices
Skills & Aptitude	<ul style="list-style-type: none"> • Good keyboard skills • Good analytical ability • Good problem solving ability • Self-motivated and enthusiastic • Can do attitude • Good communication and listening skills • Calm and professional disposition • Smart and presentable • Able to work in a busy office environment that demands high levels of concentration • Shows initiative • Trustworthy • Able to respond effectively to changing priorities • Willingness to accept responsibility 	<ul style="list-style-type: none"> • Outgoing • Well organised • Self-starter / shows initiative • Flexible approach to working • Good team worker • Willingness to learn