



## **GREAT TORRINGTON TOWN COUNCIL**

### **JOB DESCRIPTION**

### **OFFICE MANAGER**

#### **Main Purpose**

To provide administrative support to the Town Clerk, the Mayor, and Great Torrington Town Council.

#### **Specific Responsibilities**

1. All general administrative tasks that support the Town Clerk and Town Council.
2. Compile letters and reports as requested by the Town Clerk.
3. Deal with members of the public either face-to-face, by phone, letter or e-mail and where appropriate resolve query or sign post to relevant parties/organisations.
4. To undertake duties as the Mayor's Administrative Support in so far as official duties are concerned. Respond to incoming mail on the Mayor's behalf and provide administrative support for any functions organised by the Mayor.
5. Produce agendas and reports for all Council and Committee Meetings and circulate in accordance with legislative guidelines to all Councillors and other identified agents/parties.
6. Produce Agendas and reports for any other meetings as directed by the Town Clerk.
7. Attend monthly evening Full Council meetings and any other Council Meeting as directed by the Town Clerk. Record and distribute minutes as appropriate.
8. Attend other meetings as directed by the Town Clerk and record and distribute the minutes.
9. Be responsible for and order office stationery as necessary including postage stamps and ensure the printer/photocopier is maintained.
10. Write and submit articles or announcements to the Crier and any other appropriate publication in good time for each edition.

11. Responsible for all aspects of Petty Cash, ensuring accurate recording, adequate funding and reconciliation.
12. Raise cheques and obtain necessary signatures, monitor bank account balances and transfer funds as necessary. Sign cheques in the Town Clerk's absence and provide a monthly list of accounts paid with the Council agenda.
13. Be responsible for Implementing new procedures and initiatives, such as on-line banking.
14. Raise invoices in connection with the use of Donnacroft Football pitches and ensure that payment is received.
15. **To be specifically responsible for the Council's administrative organisation for May Fair, Annual Meeting/Inauguration of the Mayor, Civic Parade and Service and Remembrance Sunday Service and Parade** and any other events. This will include liaising with relevant agencies, obtaining all permissions, such as road closures, managing all aspects of publicity, ordering goods, facilitating meetings, hands on involvement etc. the post holder will also be expected to attend the events
16. Raise quarterly Honorarium cheques for relevant volunteers/employees.
17. To arrange for the statutory annual inspection of all play areas by a competent organisation.
18. In consultation with the Town Clerk manage applications for grant funding.
19. To be responsible for liaising with the contractor who maintains the web site and agree any amendments. To attend the meetings of the web site working party.
20. Liaise with the Council's accountant on matters of financial information.
21. Be responsible for the Mayoral robes and Councillor's gowns, ensuring that all gowns are maintained and ready for wear as required.
22. Responsibility for management and administration of the Council's Allotments at Weare Trees, Great Torrington. This will include issuing new tenancies, any notices to quit, and sending out invoices. The post holder will liaise with tenants in relation to day to day management issues as well as maintaining the waiting list.
23. To undertake other duties of similar level of responsibility that may, from time to time, be necessary for the smooth running of the Town Council.