



Jane Austin
Executive Officer - Moulton Parish Council

Moulton Parish Council
Parish Office, Village Hall, Pound Lane,
Moulton, Northants, NN3 7SD
t: 01604 492318
e: clerk@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

ADMINISTRATOR JOB DESCRIPTION

Overall Responsibilities

1. The administrator will generally work under the instruction of the Executive Officer to ensure the smooth running of the Parish Council.
2. To provide comprehensive administration support to the Executive Officer and Parish Council.
3. To use own initiative to carry out the specific responsibilities with minimal supervision.
4. To deal with enquires from members of the public or council, in person, telephone or by email.

Key Duties & Responsibilities

1. Updating and maintenance of asset registers and obtaining insurance quotes.
2. Updating/amending the council's policies, under the direction of the Executive Officer.
3. Updating/amending the council's risk assessments as directed.
4. Collation and distribution of welcome packs.
5. To issue invoices on behalf of the Council for goods and services and to ensure paperwork is forwarded to Assistant Clerk to ensure payment is received.
6. To manage the booking and invoicing of the Village Hall, liaising with the Caretaker to ensure bookings are maximised.
7. Administration of cemetery, including burial bookings, paperwork, liaising with undertakers and contractors to arrange funerals and ensure cemetery spreadsheets are kept up to date.
8. Ordering of necessary parts and instructing annual report for play equipment within the village.
9. Monitoring listed buildings within village and keeping records of same.
10. To maintain and update Tree Preservation Orders log.

11. Co-ordinating archive items for the record office.
12. Ordering stationery items for office use.
13. To resolve queries received by telephone, email, in writing or face to face in an efficient, professional and courteous manner.
14. To report and maintain a street doctor reporting system.
15. To issue contracts for allotment plots, maintain the letting schedule, issue annual rent letters.
16. Updating and maintenance of planning applications file.
17. Liaise with external contractors for works within the village.
18. Ensuring contractors' public liability certificates are up to date.
19. To assist in the smooth running of special events, ie – Moulton Village Festival and Party in the Park.
20. Maintain and update website.
21. To maintain a comprehensive filing system.
22. To undertake routine administration tasks as required.
23. To act as the representative of the Council as required.
24. To attend training courses or seminars on the work and role of Administrator as required by the Council.
25. To undertake any other associated duties from time to time as specified by the Council.

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