

Office and Systems Administrator

Bursledon Council is a small friendly team at the heart of the community providing a variety of services for local residents including open spaces, library and recreation facilities. Our focus is to ensure resources are managed efficiently and transparently.

We are looking for some-one to join the team as an office and systems administrator. This is an interesting and varied role with a good work life balance.

Essential Skills Requirements

Proven experience of working in an office environment (ideally in public sector or similar)

Proficiency in computers and processing (especially use of the Microsoft Office Package) and able to learn new systems,

Competent with data entry,

Adaptable to change within the work environment,

Excellent organisational and multi-tasking abilities,

Salary of (£25,119 - £26,421 pro-rata, £13.06- £13.73 per hour – pay award pending)

16-20 hours per week, Monday to Friday.

Benefits:

- Company pension
- Free on-site parking

Duties:

Key Function and Responsibilities – Financial

- Data input into the Advantage finance and related systems
- Ensure all finance documentation is scanned and filed to the relevant bespoke internal software.
- Issuing purchase orders
- Issuing invoices for allotments, cemeteries, and recreation grounds on our bespoke software
- Monitoring payments and deposits

- Answering queries from hirers, suppliers, and contractors

Key Function and Responsibilities – Administration

- To provide a professional first point of contact for visitors to the Council offices, telephone, and website contacts.
- To provide a sensitive first point contact for the Council cemetery service
- Forwarding queries to appropriate services
- Maintaining leaflets, displays and internal notice board and outside office notice board.
- Assist with writing, editing, coordinating, and publishing content across various channels including the website, social media, and printed content.
- Maintain appropriate levels of stationery for the office.
- Provide admin support.
- Maintain an up-to-date database of contacts for local dignitaries, groups, and associations for use by all staff.
- Provide basic computer skills support to library users.

Key Function and Responsibilities – Grounds Services

- Taxation of Council vehicles and equipment
- Monitoring vehicle MOT dates
- Provide admin support to grounds staff – research, copying and laminating.
- Ordering supplies and uniform.
- Recording complaints on Service Manager
- Maintain records of insurance and risk assessments for contractors including the accident book.

Key Function and Responsibilities – Council Meetings

- Maintain up-to-date committee information and attendance register for all Councillors.
- Create the yearly minute books.
- Assisting at council events. This maybe at a weekend and time off in lieu will be given.

General

- To be a team player and help, as needed with any appropriate duties outside of this job description across the activities of Bursledon Parish Council.

Skills/experience:

- Highly motivated administrator with Experience of an electronic finance and related systems.
- Familiar with the use of social media platforms including Facebook.
- Experience of receiving and interpreting instructions
- Working to tight and challenging deadlines.
- Working within a team environment, communicating with stakeholders.
- Be able to work to appropriate objectives.
- Able to work collaboratively within a team and problem solve issues as they arise.
- Knowledge and experience of Microsoft IT packages, including Word and Excel
- Well organised and hold an excellent range of communication skills.

Qualifications:

5 GCSE including maths & English or level 2 vocational qualifications in maths & English

Ideal attributes of applicant:

You will be comfortable talking and engaging with a diverse range of internal and external stakeholders.

Be a highly organised, collaborative and enthusiastic team player.

You will have a keen interest in the community and be willing to undergo further training and development.

Work Location: In person at the Parish Office, Lowford Center Bursledon

Closing date: 12pm Wednesday 8th May 2024

Interviews week commencing: 13 May 2024

For an application form and job description please contact the Clerk at clerk@bursledon-pc.gov.uk

No CV's please