Job Description – Assistant Parish Secretary

Job Title: Assistant Parish Secretary
Employer: Parish of St Martin
Reports to: Parish Secretary
Hours: 32 hours/week
Date: 27 February 2020

Purpose of Job:
To provide comprehensive & confidential secretarial and administrative services to the Parish of St Martin over a range of tasks working with existing Assistant Parish Secretary. Each Assistant Parish Secretary to provide cover for all tasks.

Main Duties:

General Administrative:
Providing a friendly and efficient service to parishioners and visitors to the office, by phone, email and correspondence. To be responsible for opening the daily post as required.

To be responsible for managing bookings for the Public Hall and generate invoices as required.

To liaise with other Parish team members as required to include the Honorary Police, Roads Committee and Inspectors as well as the Parish Church and other staff on any parish matter as necessary.

To be responsible for monitoring and re-ordering as necessary stationery, Pay Cards and cleaning products for the Public Hall.

To assist with archiving parish records, adherence to parish retention schedule and preparing documents for transfer to Jersey Archive.

To be responsible for the sales/issue of tickets for various social events during the year.

To be responsible for monitoring stock levels

To be responsible for the key register for those hiring the Public Hall or access to other parish properties as necessary.

To assist with Public Elections and parish events as necessary.

To assist the Connétable and Parish Secretary with various tasks as required.
Processing Administration:

To be responsible for updating and maintaining various parish databases and systems as necessary such as Rates, Electoral, Dog Licence Register etc from standard forms with change of details.

To be responsible for processing various parish application forms, annual declarations and requests such as Driving Licences, Rates forms, Permits, Licences, Firearms, Road Works and dogs Register.

To be responsible for processing twice annual Branchage infractions & collect penalties as necessary.

To be responsible for receiving property enquiries from legal representatives of prospective buyers and prepare draft response.

Sheltered Housing:

To be first point of contact for residents in sheltered housing properties to include liaising with residents and Trustees on matters of minor maintenance as raised by residents.

To be responsible for maintaining the property maintenance register.

Financial:

To be responsible for preparing supplier invoices for authorisation and once authorised to arrange payment and book keep invoices.

To be responsible for raising parish invoices for various items such as road works, hire of Public Hall and monitor receipts. Chase debtors if necessary.

To be responsible for various reconciliations throughout the financial year such as bank reconciliations for trust bank accounts and reconciling financial records to system reports.

To be responsible for preparing the weekly cash and banking records including petty cash reconciliation. Bank cheques and cash as received on a weekly basis.

Parish Website and IT:

To be responsible for updating the Parish Website as necessary mainly for news and diary events and change of Municipality members.

To be responsible for changing the daily back up tapes for the parish server.

Fire Alarm Tests:

To assist with the weekly firm alarm tests as necessary.

Any other tasks reasonably requested to assist with the smooth running of the Parish Office.
Person Specification:

General Skills/attributes: Possess good communication and interpersonal skills, be a good communicator and have the ability to deal with sensitive and/or confidential issues. Be self-motivated and have good organisational skills with the ability to work to deadlines.

Technical/work based Skills: A good working knowledge of Office Outlook, Word and Excel systems would be an advantage with training given for parish systems.

Experience: Have proven previous experience in secretarial, administrative and book keeping roles.

Work Environment: The role is based in an office and will require regular use of a keyboard, VDU and general office equipment.