

# Rowlands Castle Parish Council

11 The Green, Rowlands Castle PO9 6BW

Email: [clerk@rowlandscastlepc.org.uk](mailto:clerk@rowlandscastlepc.org.uk)

Tel: 02392 413044

Website: [www.rowlandscastlepc.org.uk](http://www.rowlandscastlepc.org.uk)

## Part-time Administrative Officer (AO)

### Job Description

#### Background

1. The Parish Council wishes to appoint an Administrator Officer to provide a friendly and professional service to potential and current users, maximise bookings and provide the main support to the effective running of the Parish Hall.
2. The Parish Hall is a busy, thriving community venue at the heart of the village. It is host to a range of community groups, classes and events, as well as being hired out regularly for private functions such as wedding receptions, children's parties and exhibitions. There is a Montessori nursery on-site Monday to Friday. The Hall is managed on a day-to-day basis by the Parish Hall Management Committee (PHMC) comprised of Parish Councillors and user representatives. There is also a Facilities Officer (FO) who has responsibilities relating to projects and buildings at both the Recreation Ground and Parish Hall.

#### Job title

3. The job title will be Administrative Officer (AO)

#### Location

4. The place of work will mainly be the Parish Hall, with some flexibility for working from home

#### Hours of work

5. The role is for 6 hours per week to be worked over 3 or 4 days per week (2 hours are fixed on Mondays 9.00-11.00) The remainder times and days to be agreed with the Clerk to the Council; the working arrangements will be kept under review.

#### Annual leave

6. 28 days annual leave per annum pro-rata, including public/bank holidays.

#### Reporting arrangements

7. The AO role will report to the Clerk to the Council, who will be the Line Manager for the post. There will be supervisory support from the Chair of the PHMC and/or other appropriate individuals. The role will be subject to the annual appraisal arrangements of the Council.
8. The post will be subject to a probationary period of 3 months.

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## Remuneration

9. The salary for the role will be at the rate of £11 per hour, making a total of £3,432 per annum (based on a 6-hour week). Salaries are paid monthly in arrears.

## Main duties

10. Receiving and responding to all enquiries in a prompt manner – email, post, telephone and in person.
11. Responding to prospective hirers with information and provide a viewing if required.
12. Taking bookings and ensuring that the diary/booking system is up to date.
13. Providing hirers with access to the hall ensuring keys/access codes are provided and returned.
14. Ensuring the booking space is available and clear by informing other users of bookings as appropriate.
15. Creating and issuing invoices for all bookings and users and supplying them with appropriate paperwork such as Hirer agreements.
16. Overseeing day to day financial management in the office. This includes arranging the payment of invoices – both via cheque and online banking with the signatories.
17. Maintaining credit control, including following up late payments.
18. Recording all bookings, invoices and user payments. Reconciling all income and payments against bank statements.
19. Administering the Bonus Ball Weekly Lottery scheme.
20. Providing financial information for the PHMC and the Annual Report for the Charity. Liaising with the accountant and Chair of the PHMC to provide a set of accounts annually.
21. Ordering stationary and other consumables as needed
22. Maintaining excellent physical and electronic filing systems and records
23. Reporting on activities to the PHMC and attending meetings where appropriate
24. Ensuring all necessary licences and insurances are in place
25. Gaining a thorough understanding of all building systems (heating, lighting, gas, electrics, security etc) and helping to maintain manuals/records that others can follow
26. Liaising with the FO, cleaner and maintenance providers to organise work to be done, to get quotes, to negotiate contracts etc

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27. Maintain an on-going check on the building, ensuring that any damage and problems are reported or dealt with efficiently and appropriately
28. This statement of the main duties of the role is not inclusive and other duties appropriate to the role will be assigned to it from time to time under the direction of the Clerk to the Council.

## Person Specification

### The role would ideally require:

- Excellent office, administrative, communication and inter-personal skills.
- A good working knowledge of MS Office (Word, Excel and Outlook).
- Excellent attention to detail.
- Confidence in dealing with colleagues, volunteers, contractors and members of the public
- The ability to use initiative and to be able to work with minimal supervision.
- Experience of administrative work or financial management
- Understanding of day-to-day financial book-keeping and budgets
- An ability and willingness to work flexible hours and days of the week as required, including very occasional evening/weekends
- Ethos of inclusion and non-discriminatory practice

### Application Process

To apply for the post, please send your CV, together with a statement of why you feel you would be suitable for the post, to:

Clerk to Rowlands Castle Parish Council  
11 The Green, Rowlands Castle PO9 6BW or  
[clerk@rowlandscastlepc.org.uk](mailto:clerk@rowlandscastlepc.org.uk)

The closing date for applications is 5pm on 14 January 2022 with interviews likely to take place w/c 24 January 2022

Any appointment will need to be confirmed at a meeting of the Parish Council before the role can be formally offered to the successful candidate.

Please note that this role will be subject to a Basic DBS check