

Job Description

LALC Secretary

Accountability: Chief Officer (new post)

Salary: SCP 24-28 for 10 hours a week (estimated)

Type of contract: permanent

Home based: WFH allowance, Mileage allowance, equipment

Role Descriptor

Part A Management Support

1. Support the governance of the organisation in organising and supporting the annual general meeting, executive committee and finance and management committees.
2. Develop and agree a timetable of outputs for the year with the Chief Officer
3. Work with other staff members, partners and the Finance & Management Committee to coordinate conferences & projects
4. Co-ordinate the annual report and regular performance, financial and other information for our members and the Association.

Part B Financial Management

1. Act as the bookkeeper for the Association in line with the financial systems.
2. Provide accounts and reports for the Chief Officer & Treasurer to present at relevant meetings.
3. Implement and administer the invoices for the online booking system for training and events.
4. Ensure that there are robust systems in place to provide an efficient and effective financial record, including ensuring resilience, business continuity and legal guidelines are followed.

Person Specification

Qualifications

- AAT level 2 or above/equivalent experience
- Hold a current driving licence (some travel will be required)

Experience

- Experience of using technology and/or any accounts package or similar
- Experience of online banking

Knowledge

- Understanding of the needs of parish/town councils and the wider sector

Skills and Abilities

- Strong interpersonal skills with tact, diplomacy and political sensitivity
- Hold demonstrable and up-to-date IT skills
- An effective communicator using various media and approaches whether face to face, leaflets/publications, online via the website and through social media channels
- Capable of expressing information and ideas orally and in writing in a logical, well structured, timely and meaningful way
- Ability to work on own initiative with minimal supervision, prioritising and organising to ensure the association's needs are met
- Strong organisational and administrative skills