



Avon Local Councils' Association

JOB DESCRIPTION

Job title:

Chief Officer's Assistant

Ultimately responsible to:

ALCA Regional Committee

Line manager:

ALCA Chief Officer

OVERALL RESPONSIBILITY

Work with the Treasurer and Chief Officer to ensure the ALCA finances are well managed, including:

- Maintaining an effective system of finance records and provide regular monitoring reports to ALCA executive committees
- Informing the membership of the subscription rates agreed by the Regional committee and send indicative estimates in November to inform their precept requests
- Ensuring invoices are issued for goods and services and to ensure payment is received and chasing late payments. Maintain Sales and Training invoice summaries
- Ensuring subscription rates are agreed, invoices sent and payments received
- Performing general accounting – entering monies in and out of the ledger. To monitor and balance ALCAs accounts and prepare monitoring reports
- Ensuring an annual audit is carried out
- Working with the Chief Officer prepare annual detailed budgets to ensure that ALCA spending plans are prepared and presented in a timely manner to Regional Committee.
- To manage insurance risk, processes claims as necessary and maintain the property and asset register. To report annually to the Resources Committee on insurance risk covered.

IT

- Keep the ALCA website up to date and relevant
- Update a file back-up facility at least weekly



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General

- Provide assistance to the CO when required in making arrangements for the training of members and the production of a monthly newsletters for members.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of ALCA
- Other duties that from time to time may be required to be carried out for the CO and Regional/Resource Committees, and that have been agreed through consultation.

| ASSESSMENT CRITERIA | ESSENTIAL | DESIRABLE |
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| Qualifications | 3 GCSE's at grade 'C' or above including English and Mathematics or equivalent | ILCA CiLCA |
| Work related experience and associated vocational training | Computer and Word Processing literacy together with relevant accounts experience. | Working within the Local Council sector |
| Relevant Experience | | Computerised accounts experience would be an advantage |
| Job Related Skills | IT - Word Processing & spreadsheet skills Good numeracy and analytical skills Website administration | |
| Personal Skills | An ability to communicate with staff, Clerks, councillors and the general public in a pleasant and effective manner. Good communication skills; written and oral. | |
| Special Working Conditions | Home working Occasional out of hours working for events and evening meetings | Driving license and use of a vehicle |