



FINANCE & FACILITIES ADMINISTRATIVE ASSISTANT CANDIDATE PACK



Thank you for your interest in joining Rustington Parish Council.

The Council has been in continuous existence since 1894 and is responsible for many local services catering for a wide age range. It is a small local authority consisting of 16 Councillors, elected every four years, who represent the residents of Rustington on many Bodies and Organisations, both Statutory and Voluntary.

The Council is a Statutory Body, looking after the interests of Rustington as a whole. It is consulted by the local Planning Authorities on Planning Applications and other associated matters, and by other Bodies on matters affecting the local community.

The Council provides a range of services within the Parish including over 120 Allotment Plots (3 Sites), Bus/Beach Shelters, Public Toilets, Public Seats, Notice Boards, some Footway Lighting, War Memorial, the Woodlands Centre and Recreation Ground, Rustington Youth Centre, the Samuel Wickens Centre, Rustington Museum, Enhancement and Maintenance of the Central Shopping Area and certain other locations in the Village, including floral planters and trees.

The Parish Council also provides financial assistance towards the Christmas Lighting in The Street in partnership with Store Property Limited. Grant Aid is also awarded, according to need, to a variety of local community groups and organisations, including Arun and Chichester Citizens' Advice and the Littlehampton District Lions Club.

The postholder, by providing support to the Finance Manager/RFO, will be ensuring the delivery of the Parish Council's statutory duties and responsibilities.

For further information regarding this post please contact:

Caroline Harris

Finance Manager/RFO

Email: carolineharris@rustington-pc.gov.uk

Telephone: 01903 786420

JOB DESCRIPTION

Location:	Rustington Parish Council Offices, Woodlands Avenue, Rustington, West Sussex BN16 3HB
Job Title:	Finance and Facilities Administration Assistant
Responsible to:	Finance Manager/RFO
Overall Responsibility to:	Clerk of the Council
Grade:	SCP 6 £25,989.00
Hours:	37 Hours per week Normally worked between 8.30am and 4.30pm Monday- Thursday and 8.30am and 4.00pm on Fridays with very occasional evening/weekend event attendance required.

Main purpose of the Role:

To assist the Clerk of the Council in the performance of his/her duties in carrying out all lawful orders and instructions of the Council and the taking of all reasonable steps to protect or promote the interests of the Parish Council.

Primarily to assist the Finance Manager/RFO with the management of both the Council's financial administration (SAGE 50 Accounts) and deputise as necessary, together with associated administrative operations and duties, including pre and post Committee and Council work, enquiries from the general public, and the maintenance of office systems, e.g. the administration of filing systems.

To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council. Significant permanent changes in duties will require agreed revisions to this job description.

Key Tasks:

➤ **Finance**

- To assist with the preparation and checking of accounts, maintenance of the Income and Expenditure System, preparation of the Monthly Budget Report, Cash and Cheque Banking, reconciliation of Petty Cash Books, monitoring of income and expenditure, preparation of draft Budget Estimates
- To monitor the reconciliation of the post book on a monthly basis
- To assist, when required, with the administration of the Council's Purchase Order System. To include the ordering and maintenance of stocks of office supplies and caretaking materials
- Investigate and resolve invoice and payment queries in conjunction with the Finance Manager/RFO
- Update and maintain relevant financial computerised records
- To update and maintain Parish Council website pages relating in particular to the financial management of the Council and its associated Committees

➤ **Facilities**

- To assist with the administration of the Woodlands Centre, Youth Centre and Samuel Wickens Centre bookings, through Hallmaster. To ensure that records appropriate to these are maintained and weekly diary sheets are produced and circulated as required
- To assist, when required, with the issue of keys to hirers of the Woodlands Centre, Youth Centre and Samuel Wickens Centre and maintain records of return
- To undertake any Risk Assessment/Health and Safety duties as required including the weekly testing of the Fire Alarm at the Woodlands Centre
- To liaise with external contractors who are undertaking work relating to the Council's premises
- To assist, when required, hirers with practical matters pertaining to the use of Council equipment e.g. sound system, stage lighting etc
- In conjunction with the Administration Officer set up and clearing away of Council/Committee Meeting refreshment requirements

➤ **General Administration**

- To provide all typing and other office duties as required, to ensure the efficient management and running of the Council Services
- To assist with the operation and maintenance of the general filing system and the Council's Minute Books
- To undertake the typing and photocopying, as instructed, of Council and other Meeting Agendas and Minutes, to ensure that they are distributed promptly and within the prescribed time scale
- To provide reception duties, on a shared rota basis, in the Council Offices, to include telephone and dealing with enquiries from the public in person, taking payments etc
- To assist with the administration of the Enquiry email Inbox
- To assist with occasional Civic and Council Receptions and Functions/Events including some evenings/weekends
- To undertake other projects, as required, and to assume responsibility for any other duties that may be required by the Clerk of the Council from time to time, appropriate to the grade and designation of the post
- To provide emergency reception cover at the Village Information Centre should the need arise
- To adhere to the Parish Council's Health and Safety Policy

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Job Title: Finance and Facilities Administrative Assistant

ESSENTIAL	DESIRABLE	MEANS OF TESTING e.g. Application Form, Presentation etc.
<p>Education</p> <ul style="list-style-type: none"> • To at least GCSE standard in Maths and English or equivalent qualification or experience demonstrating that level of numeracy and literacy 		Application Form
<p>Experience</p> <ul style="list-style-type: none"> ◆ Proven Clerical/Administrative experience within an office based environment ◆ Sound and accurate overall IT knowledge and understanding with practical experience of using Microsoft Outlook, Word, Excel and PowerPoint ◆ Methodical filing 	<ul style="list-style-type: none"> • Knowledge of the functions of Local Government - in particular Parish Councils • Experience in dealing with the public, both over the telephone and in person • Using SAGE Accounting packages • Ability to produce and maintain website content 	Application Form/Interview
<p>Abilities</p> <ul style="list-style-type: none"> ◆ To work effectively as part of a small Team ◆ To use initiative ◆ To communicate and present information clearly and effectively, both verbally and written ◆ To work methodically with a focus on accuracy and attention to detail, with a thorough approach to checking documents, without supervision 	<ul style="list-style-type: none"> • Ability to adapt to change and learn new systems/ processes 	Application Form/Interview

ESSENTIAL	DESIRABLE	MEANS OF TESTING e.g. Application Form, Presentation etc.
<p>Motivation</p> <ul style="list-style-type: none"> • Able to plan and prioritise own workload • Work effectively and efficiently, without constant supervision • Able to work under pressure and meet deadlines • Self-motivated with a proactive and resilient approach 		Application Form/Interview
<p>Personality</p> <ul style="list-style-type: none"> ◆ Professional approach at all times ◆ Able to communicate with and develop good working relationships with colleagues, the general public, hirers and contractors ◆ Adaptable and confident ◆ Commitment to job ◆ Able to see the task through ◆ Good understanding of confidentiality and discretion 		Interview
<p>Work Demands</p> <ul style="list-style-type: none"> ◆ Office Based ◆ Attendance of very occasional evening/weekend events 		Interview
<p>Health and Safety</p> <ul style="list-style-type: none"> ◆ Does this post involve working with VDUs? ◆ Any manual handling involved? ◆ Any other H&S issues to be considered? 	<p>Yes</p> <p>Yes</p> <p>No</p>	

How to Apply

Please complete the Application Form and the Equal Opportunities Monitoring Form.

Please note that the Equal Opportunities Form is used for monitoring purposes only and does not form part of the selection process.

Both forms should be emailed to the Finance Manager/RFO: carolineharris@rustington-pc.gov.uk by midnight **10 September 2025**

Please note late applications or applications via a CV will not be considered.

Interviews for this role will take place on week commencing **15 September 2025**. Candidates who have been shortlisted for interview will be contacted after the closing date. We will be unable to contact or give feedback to candidates who have not been shortlisted for interview.

Rustington Parish Council is an equal opportunities employer and welcomes applications from all sections of the community.

Start Date: 06 October 2025 onwards