

Lancaster City Council - Job Description & Person Specification

Job Title:	Membership and Finance Assistant	Grade:	GGS6	Job Code:	LCC334
Service/Team:	Salt Ayre Leisure Centre	Role Type:	FIXED	Reports to:	Membership & Systems Officer
Line Manages:	N.A				

Job Overview

To provide effective and efficient administrative support to all sections of Salt Ayre Leisure Centre with the emphasis on finance, daily banking and payment of wages/overtime and other aspects of human resources procedures for Salt Ayre Leisure Centre Staff.

To communicate effectively via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality in a timely manner.

Take external bookings for the centre and the follow through the invoicing process.

Be involved in Birthday Party Bookings for the centre.

Direct Responsibilities

1. To process orders, invoices and accounts using the Authority Financials System and assist in the analysis of income and expenditure in a timely manner in support of our suppliers, the Salt Ayre Leisure Centre staff and in accordance with the Council's Financial Procedures.
2. To send Purchasing Creditor Information forms to new Suppliers and then forward the completed form to Creditors requesting a new account to be set up so that purchase orders can be raised, and invoices can be paid by BACS where there is no Credit Card facility.
3. To record Casual Timesheets on the Wages spreadsheet and enter onto the payroll batch timesheets on the Zellis Resource Link system in time for the monthly processing date for Salt Ayre Leisure Centre staff.
4. To record Overtime claims on the Overtime spreadsheet and forward this to Payroll to ensure timely payment for Salt Ayre Leisure Centre staff.
5. Process the daily banking envelopes to verify that daily cash up sheets agree with the totals on the XN System reports and PDQ slips, enter daily takings on the Civica Payments system in accordance with the Council's Financial Procedures.
6. Respond to Bankruptcy, IVA and Liquidation enquiries from the Council's Governance (Legal) Team.
7. To support and contact customer enquiries, book leisure appointments, events and parties using councils CRM systems at Salt Ayre Leisure Centre.
8. To work with the membership administrator to deliver membership balances through contacting recent joiners to the centre and subsequent membership leavers, receiving customer feedback and supporting the council's leisure vision.

Primary Measurable Objectives

To deal promptly, accurately, and efficiently to meet deadlines in all financial and staff and customer related tasks. To provide administrative support to the Salt Ayre Management team and staff to ensure the efficient operation and membership journey of Salt Ayre Leisure Centre

Lancaster City Council - Job Description & Person Specification

Staff Management Responsibilities
Not Applicable

Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training		A working knowledge of the Authority's Financial Systems and other computer-based systems including Microsoft Office.	App Form, Interview, Certificate
Experience		Previous administration experience in a busy office environment	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Customer service skills and experience</p> <p>Functional knowledge of Microsoft applications (Outlook, Word, Excel)</p>	<p>Ability to work effectively as part of a team and have a flexible and pro-active approach to work</p> <p>Ability and confidence to work with and provide advice and guidance to staff at all levels and members of the public</p> <p>Good administrative skills – e.g., manage calendars; make appointments, minute taking etc.</p>	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	<p>Ability to communicate clearly both verbally (face to face and telephone) and in writing</p> <p>Capable of consistently completing computer records accurately</p>		App Form, Interview

Lancaster City Council - Job Description & Person Specification

Special Requirements/Other	N.A	N.A	App Form, Interview

Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	