

Appendix May 2020 Staffing Committee

2021/07 Administrative Officer and Assistant

Discussions have been held with the Administrative Officer about enabling her to undertake some of the financial tasks for the Town Council. Suggested tasks for her to take on include:

- Maintaining the Rialtas financial data base
- Entering payments on the town council bank account
- Preparing the schedule of payments
- Completing monthly bank reconciliations
- Completing the quarterly VAT return
- Monitoring the bank accounts
- Raise invoices as required

In exchange for taking on the new activities and responsibilities, it's recommended that administration of markets is removed from the Administrative Officer's job description. It's anticipated that the Administrative Assistant as part of their duties will also provide a key supporting role to the Administrative Officer in allotment administration and the Town Council grant scheme.