



SECRETARY

(35 hours per week)

Grade 2 (Spine Point 9-13)
Reporting to Chief Executive

Overall Purpose

To provide secretarial support to senior staff and to deal with all matters relating to the administration and organisation of Board functions and meetings.

Duties, Tasks and Responsibilities

- Open post, stamp received and deliver accordingly. Collate post and deliver to post office.
- Answer incoming telephone calls.
- Main reception duties.
- Produce letters and reports.
- Produce stationery used by staff and workforce.
- PA to senior staff.
- Maintain filing system including archiving of old files.
- Maintain and order stationery.
- Organise maintenance of administration equipment.
- Meetings: arrange and send out papers to members, organise catering, minute taking.
- Recording and calculating of members' travel expenses.
- Indexing of Board minutes.
- Events: organise transport and refreshments, arrange and send out invitations, produce paperwork required for event.
- Produce annual arable and grazing rents and follow up payments, returned agreements, etc.
- Monitor and update website.
- Rating: assist with sending out of rate demands, reminders and enforcement proceedings. Receipt of income, name changes and enquiries.
- Any other duties that are reasonably asked.