

SPECIFIC DUTIES

(Not in order of priority)

1. To provide an efficient and effective administration service and carry out general reception and office duties including data inputting, filing, reprographic duties, in-coming and outgoing mail as well as acting as telephonist/receptionist.
2. To assist with the effective day-to-day management of the cemetery office's resources.
3. To be responsible for ensuring the security and maintenance of office equipment.
4. Logging requests/complaints and referring as appropriate.
5. To populate timetables of funerals and liaise with funeral directors and bereaved families.
6. To inform the cemetery team in regard to the arrangements for the burial of the deceased and ashes following their respective authorisation.
7. To process orders and requests for all materials, plant and equipment necessary to deliver burial and community services. Issuing of orders for materials, supplies and craft repairs to a maximum value of £500 in line with budgets in place.
8. To maintain central employee attendance records, recording holidays, sickness and other absences.
9. Issuing of permits to monumental masons for erecting headstones and kerb sets or for making changes to or removal of headstones and kerb sets.
10. Processing interment forms, maintain and update burial records by the effective operation of the computer database and supporting manual records, including processing of re-assignment and transfer rights in connection with Exclusive Rights of Burial.
11. To attend meetings of the Joint Burial Advisory Committee, including the preparation of agendas and supporting papers and to produce minutes of the proceedings for approval by the Secretary. Attendance at meetings is a shared duty with the Administration & Finance Officer normally on a quarterly rota basis.
12. Secretarial duties including the typing of concise reports, minutes, letters and the generation of grant deeds for Exclusive Rights of Burial.
13. The general application and use of computer systems including the councils financial management system and the burial services management system as well as databases, spreadsheets and word processing software for the development of office systems and procedures.
14. To provide support in connection with the accounts and payroll including:
 - managing cash flow, investments and bank transfers;
 - receiving monies, banking and issuing invoices/receipts;
 - processing and checking of invoices/credit notes and their preparation for payment.
 - the full range of duties involved in the operation of the financial software e.g. cashbook, purchase and sales ledgers, balancing accounts at month end, producing management reports and schedules of payment for inclusion on Council agendas;

- providing quarterly VAT returns to the Finance Manager;
 - calculation and processing of wages and present to the Facilities Manager or Finance Manager for authorisation. Data inputting of timesheets;
 - providing journal entries for the payroll calculations undertaken.
15. To support and liaise with the Facilities Manager, the Charge-hand and the Administrative and Finance Officer on all areas of activity/work as well as other members of the Council's senior management team as and when necessary.
 16. To attend training courses associated with the wide range of duties.
 17. All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.

NOTE: This job description reflects the position at the present time only and may be subject to change in the future.

22 April, 2024.