



ASSISTANT CLERK

ORGANISING EVENTS

ENGAGEMENT AND COMMUNICATIONS
COMMITTEE ACTIONS

FACILITIES COORDINATOR AND ADMIN

ALLOTMENTS
HEALTH AND SAFETY

PREMISES AND ASSET MANAGEMENT
AMENITIES COMMITTEE ACTIONS

VOLUNTEER COORDINATION AND
CHARITY LIAISON

CUSTOMER SERVICES

GENERAL ADMINISTRATION TASKS
POSTERS AND LEAFLETS

UPDATING SHOP WINDOW
POST

FRONT OF HOUSE ENQUIRIES
ANSWERING TELEPHONE

CUSTOMER LOG
ORDERING OFFICE SUPPLIES

**DEMOCRATIC SERVICES
CIVIC OFFICE AND COMMUNICATIONS**

COUNCIL MEETINGS
DISPATCH OF MEETING PAPERS

MAYORS DIARY
REGALIA

COUNCILLOR TRAINING
PLANNING COMMITTEE ACTIONS

WEBSITE, SOCIAL MEDIA
BEXHILL NEWS, PR

**RFO
FINANCE ADMINISTRATOR**

PURCHASE AND SALES LEDGER
PAYMENT RUNS

PAYROLL
INTERNAL AND EXTERNAL AUDIT

BANK RECONCILIATIONS
BUDGET FORECASTS