



**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