

ADMINISTRATION & RATING ASSISTANT

37 HOURS PER WEEK (Part time available)

ANNUAL SALARY: £20,000 - £23,000

(depending on qualifications and experience)



The Bedford Group of Drainage Boards manage surface water in the Upper River Great Ouse catchment, from North Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. We are actively involved in maintaining and improving watercourses and liaising with planning authorities about flood risk, sustainable drainage systems (SuDS) and development.

We are now looking for an Administration & Rating Assistant to join our small friendly team. The work is interesting and varied, your role will involve all matters relating to the administration and organisation of the Boards rating system.

We recognise that this role may attract candidates from across a number of disciplines and as such will encourage candidates to submit applications if they meet the following criteria:

- Pleasant and confident telephone manner.
- Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure.
- Well-developed written communication skills (including report and letter writing).
- Well-developed spoken communication skills
- A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping.
- Ability to competently use computer software such as Microsoft packages (Access, Excel, Word, Outlook and Internet Explorer).
- Ability to work well with others at all levels both internally and externally.
- A full and valid UK driving licence.

The appointment is for a full-time role but part-time will also be considered. You will have access to the Local Government Pension scheme together with 22 days holiday rising to 26 after 6-years in addition to 4 Statutory Days and 8 Bank Holidays.

For more details about this position, see the job description and person specification below, contact Alice Smith on 01234 767995 or email alice.smith@idbs.org.uk with any further questions regarding the opportunity.

TO APPLY:

Please send a copy of your CV by email to alice.smith@idbs.org.uk, alternatively by post to Alice Smith, Bedford Group of Drainage Boards, Vale House, Broadmead Road, Stewartby, Bedfordshire, MK43 9ND

The closing date for receipt of applications is 07 February 2024.

We look forward to receiving your application.

Job Description

Job title:	Administration & Rating Assistant
Department:	Admin/Finance Team
Location:	Stewartby, Bedfordshire
Responsible to:	Executive Assistant & Principal Accountant
Responsible for:	No line management responsibilities
Overall Purpose:	To fulfil the role of Administration & Rating Assistant and to deal with all matters relating to the administration and organisation of the Boards rating system
Grade/Salary:	£20,000-£23,000 (dependent upon Qualifications and Experience)
Employer:	Bedford Group of Drainage Boards
Effective Date	22 nd January 2024

Context

The **Bedford Group of Drainage Boards** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the upper reaches of the River Great Ouse catchment, from North Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. Together they share vision, values and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both a national and regional level.

Internal Drainage Boards (“IDBs”) are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

We are actively involved in maintaining and improving watercourses and liaising with planning authorities about flood risk, sustainable drainage systems and development. As our Administration & Rating Assistant you will be responsible to the Bedford Group’s administration processes, these will mainly be in relation to the Board Drainage Rates. Collections of these Drainage Rates allows us to carry out essential watercourse maintenance and reduce flood risk within our Drainage Districts. All properties within a Drainage District are deemed to derive benefit from the activities of an IDB. Every property is therefore subject to a Drainage Rate paid annually to the Board.

We are now looking for an Administration and Rating Assistant to join our small friendly team.

Role and Responsibilities

To work as part of a team and contribute to establishing a high performing team recognising and promoting best practice, delivering consistent quality throughout the business in the following areas-

General Administration

- Assist in provision of appropriate administrative systems to support the work of the office
- Open, record and distribute post, emails & deliveries
- Assist with the preparation and management of meetings, and events under the direction of the Executive Assistant
- Assist with the distribution of meeting paperwork and agendas
- Assist with minute taking as necessary in the absence of the Executive Assistant
- Produce letters and reports as required
- Maintain electronic and hard copy filings systems as required
- Assisting others in the Administration Department as and when necessary, especially during periods of holiday and sickness.
- To undertake any such additional duties that is reasonably commensurate with the level of this post

Rating Administration

- Assist with rating queries, updating ratepayer records on the Board Drainage Rating System (DRS)
- Liaising with the Board GIS/Asset Technician to update mapping records
- Liaising with the Boards Engineers and carrying out site visits to determine land changes from agricultural to commercial land
- Managing the Boards rating email address
- Assist in the migration over to the new Drainage Rating System
- Produce letters to external stakeholders in relation to Drainage Rates and Special Levies
- Produce reports as required using the Boards Drainage Rating System
- Assist with the distribution of annual Drainage Rates, reminders and Court Summons letters
- Assist with the scanning, filing and archiving of rating records under the direction of the Executive Assistant
- Conduct Land Registry searches to identify unknown owners of land
- Assist with the production and distribution of Notice of Entries in relation to the Boards Annual Maintenance Programme
- Maintain records of annual values and land transfers from rating land to Special Levy and raise special levy invoices
- Assist with the registration and collection of Direct Debit/telephone payments.

Reception Duties

- Answer Telephone calls and direct/take messages
- Assist members of the public in person at Reception
- Take payments from members of the public in person
- Welcome Board Members/Guests to meetings
- Assist with external enquiries

Finance Administration

- Data entry to assist the Finance Department; including timesheets
- Assist with the scanning, filing and archiving of finance records under the direction of the Principal Accountant.
- Dealing with land drainage rate enquiries to assist the Finance & Rating Officer

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none">• A minimum of 5 GSCE's (or equivalent qualifications) at Grade C or above including maths and English subjects.	<ul style="list-style-type: none">• At least 1 'A' Level qualification ideally in a relevant subject area such as Geography, Business, Maths or Computing.
Experience	
Essential	Desirable
<ul style="list-style-type: none">• A minimum of 3 years' experience managing administration for a professional organisation.	<ul style="list-style-type: none">• Experience working in the Public Sector.
Skills/Knowledge	
<ul style="list-style-type: none">• Pleasant and confident telephone manner.• Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure.• Well-developed written communication skills (including report and letter writing).• Well-developed spoken communication skills• A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping• Ability to competently use computer software such as Microsoft packages (Access, Excel, Word, Outlook and Internet Explorer)• Ability to work well with others at all levels both internally and externally.• A full and valid UK driving licence.	

Declaration and acknowledgement

I confirm that as of the date stated below the information in this job description is accurate and reflects the requirement of the role.

Please note the details of the job description will be updated should substantive changes to the role occur or be proposed.

Line Manager:	Alice Smith
Position:	Executive Assistant
Date:	22 nd January 2024