

DEPUTY CLERK – JOB DESCRIPTION

JOB PURPOSE

To assist the Clerk to the Council in the execution of all Council business and to meet the Parish Council's statutory requirements. To deputise for the Clerk during her absence.

REQUIRED SKILLS

- Good general standard of education and numeracy
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other packages used by the Council
- Ability to communicate with other staff, Councillors and the general public in a pleasant and effective manner both orally and in writing
- Ability to be self-motivated and work with minimum supervision
- To have a flexible approach to hours of work and day to day duties and responsibilities
- Be mobile or willing to travel around the Parish

MAIN TASKS/JOB ACTIVITIES

- 1 To support the Parish Clerk in ensuring the smooth running of the Parish Council administration
- 2 To maintain the Council's finances on a day to day basis and carry out monthly reconciliations of payments and receipts against the Council's bank statements
- 3 To prepare list of payments of invoices for the Council's approval and arrange BACS transfers/cheque payments
- 4 To ensure the Council's investments are reviewed regularly to maximise bank/investment interest
- 5 To prepare detailed analyses of each Committee's expenditure/receipt
- 6 To produce quarterly claims for re-imbursement of VAT payments
- 7 To ensure Council's asset register is updated regularly
- 8 To prepare agendas, reports and associated documents for the Finance and General Purposes Committee meetings and produce an accurate draft minutes
- 9 To clerk the Finance and General Purposes Committee
- 10 To deputise for the Clerk at other Council meetings, when required
- 11 To take appropriate actions to implement Council resolutions
- 12 To take bookings for the Parish Hall and QEII Playing Fields, issuing all the relevant paperwork and invoices, maintaining associated diaries/records, and ensuring receipts (cash and cheques) are banked weekly. To chase outstanding payments.

- 13 To ensure review of Parish Hall, QEII football pitches and Burial Ground charges is carried out annually by an appropriate Committee
- 14 To be conversant with Parish Hall hiring conditions and to ensure relevant fire, electrical, safety etc. annual inspections are carried out and certificates received
- 15 To notify the Keyholder, Groundsman and Cleaners of all bookings
- 16 To maintain burial records and liaise with Funeral Directors and Memorial Masons
- 17 To ensure weekly checks of defibrillators are carried out and reports completed
- 18 To handle effectively queries from the general public
- 19 To demonstrate a willingness to undertake CiLCA and other training courses as appropriate
- 20 To deal with assigned incoming mail and maintain appropriate records
- 21 To liaise with voluntary groups, other local Councils, SGC and government departments/agencies as appropriate
- 22 To undertake any other reasonable tasks as directed by the Clerk to the Council or the Parish Council.

This job description sets out the main duties of the job as at September 2019. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.

September 2019