

Job Description

Job Title: Assistant Parish Clerk.

Location: Audlem Public Hall, Audlem Methodist Church, Audlem Village & working from home.

Day/Times: This role is for 20 hours a month with the possibility of increased hours as required by the Parish Council. Candidates must be flexible as additional hours are needed at busy times and also when deputising for the Parish Clerk. There are some meetings in the evening.

Role: Provide support to the Parish Clerk and members of the Parish Council, which will include primarily undertaking financial duties as directed by the Responsible Financial Officer.

The post holder will also be required to undertake other responsibilities as directed by the Parish Clerk and Chairman.

Rate of pay: £11.22 to 11.91 per hour, depending on experience. This role will be on a PAYE basis.

Reporting To: Audlem Parish Clerk as their line manager who will report to the Chairperson & Parish Council.

Duties of the Role:

To assist the Parish Clerk with the smooth running of the Parish Council's administration.

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. Issue correspondence as a result of the instructions of, or the known policy, of the Council.

To issue correspondence as a result of instruction or known policy of the Council.

To assist in issuing notices and preparing agendas and minutes for the parish meeting, attending the meetings and implementing the decisions made at these.

To work under the direction/supervision of the Parish Clerk on general financial matters.

To assist the Parish Clerk in financial administration including receiving and paying invoices, updating the spreadsheet identifying financial transactions, providing a balancing statement once per quarter and assisting with the budget and end of year accounts.

To appraise grant requests and make recommendations to the Finance Sub Committee and Parish Council.

To be involved in updating and developing the Parish Council website. To be involved in the Parish Council newsletter.

To assist in accurate record keeping and administration.

To assist with the organisation of events and attend these as required.

To attend training courses and seminars on the work and role of Clerks.

To ensure the Council's policies, health and safety and risk assessments are observed. This includes adhering to GDPR legislation.

To undertake such other duties as may be required from time to time commensurate to level of the post.

The post holder will uphold and deliver Council's services which is sensitive and responsive to those receiving such services.

Some evening work may be required and to deputise for the Parish Clerk in her absence. Increased hours may be necessary (these will be paid).

Role Specification

The person must be reliable, capable of working on their own initiative with minimal supervision but most of all be part of a team.

Previous experience working in finance and with local government matters is preferred, but not essential as full training will be provided.

The post is subject to an enhanced DBS disclosure which will be funded.

The person must be able to attend meetings within the Parish of Audlem and occasionally travel outside of the village to attend training courses. Some meetings will be in the evening.