**WINNERSH PARISH COUNCIL**

**JOB DESCRIPTION**

**Job Title:** **Assistant Parish Clerk**

**(Part-Time 16 hours per week)**

1. **Accounts** (25%)

* Issue invoices to regular and casual hirers in accordance with the Councils Financial Standing Orders.
* Process cheques and cash and ensure they are banked promptly.
* Petty Cash - process requests for petty cash and ensure a minimum balance is maintained.
* Produce financial management reports for the Clerk, Finance & General Purposes Committee and Full Council.
* Produce a monthly schedule of payments for authorisation by Full Council.

1. **Bank reconciliation** (5%)

* Carry out bank and petty cash reconciliation on a monthly basis.

1. **Grants** (10%)

* Receive and process grant applications for consideration by the Finance & General Purposes Committee in accordance with the councils Grants Policy. Liaise with the applicant on any additional information that may be required and inform them of the decision of the Council.
* Identify funding opportunities where the council could apply for grants or donations to support new and/or existing projects and services. Lead on the completion of applications in line with the Council’s policy and requirements.

1. **Payroll** (3%)

* Liaise with the company that is providing the payroll service on behalf of the Council ensuring that all details, including hours worked, overtime payments and changes to individual details/circumstances are passed promptly to the company.
* Maintain the annual leave, sickness and training records for all staff.

1. **Purchasing/supplies** (5%)

* In liaison with staff/caretakers purchase all equipment and supplies necessary for the effective running of the council’s facilities and services.

1. **Energy / Water / Telecoms contracts** (3%)

* Keep energy (gas, electric and solar), water and telecoms supply contracts under review and recommend to the Clerk options to change supplier in order to lower costs and/or improve the level of service.
* Submit monthly meter readings to the gas/electric/water and solar energy companies to ensure that accurate bills (rather than estimated) can be generated.

1. **Committee administration** (20%)

* Attend, and clerk, the Planning Committee meetings on a 3-weekly basis.
* Set up the room to include IT equipment (laptop and projector).
* Produce the Planning Agenda and Minutes of the meetings.
* Inform Wokingham Borough Council of any comments or objections made by the Planning Committee.
* Provide support for the Annual Council Meeting including preparations for setting up the room and refreshments as required.
* Attend and clerk other council meetings when required by the Clerk.

1. **Project management** (5%)

* Provide project management support to the Clerk using a suitable software package, for example Microsoft Project Manager or PRINCE 2.

1. **Asset register** (2%)

* Maintain the council’s asset register.

1. **Insurance** (2%)

* Review the Councils Insurance requirements and ensure that any changes and claims are dealt with promptly.

11) **Policy documents** (5%)

* Review and maintain policy and procedure documents in accordance with Council decisions and legislation.

12) **Deputise for the Parish Clerk** (10%)

* In the absence of the Clerk, carry out tasks that may reasonably be required including attending council meetings, partnership meetings and the Clerks Forum.

13) **Deputise for the Community Engagement and Lettings Officer** (5%)

* In the absence of the Community Engagement and Lettings Officer, provide cover and carry out tasks that may reasonably be required.

14) **Carry out any other duties commensurate with the role.**

**WINNERSH PARISH COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Assistant Parish Clerk**

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| Key Requirements | | Desirable | Essential |
| Qualifications | * Good general education * CiLCA * Marketing Qualification * Accounting Qualification |  |  |
| Experience and Knowledge | * Previous experience in a similar role * Previous local government / local authority administration experience * Experience of working in a public facing role * Marketing * Accounting (bookkeeping/cashbooks/sales and purchase ledger) * Planning procedures * Event management * Health & Safety |  |  |
| Key Skills | * Able to work in a small team or alone * Able to work on own initiative and complete tasks without supervision * Confidence in dealing with unexpected and difficult situations and people * To assess situations and offer solutions * Be computer literate and confident user of Word, Excel, Outlook and the Internet * Have website and social media (including Facebook / Twitter) skills * Excellent time management * Methodical working approach with high levels of accuracy and attention to detail * High level of administrative skills * Good standard of written communication |  |  |
| Personal Qualities | * Excellent face to face communication and telephone manner * Well organised * Flexible and able to multi-task * A willingness to learn and take responsibility for own personal development * Collaborative working style * Pro-active and innovative approach to work |  |  |
| Other | * Driving licence and access to car/cycle * Willingness to work unsocial hours * Willingness to work flexible hours |  |  |