



Job Description

Role: Deputy Clerk

Line Manager: Parish Clerk

Main purpose of the role

1. The overall purpose of the role is to assist, support and deputise for the Parish Clerk in all aspects of the day-to-day management and operation of council services and resources in line with relevant laws and statutory obligations to ensure compliance. This means that the role mirrors many of the accountabilities, duties and responsibilities of the Parish Clerk /Responsible Financial Officer (RFO).
2. In the absence of the Parish Clerk, fulfil the role of Proper Officer to the council
3. To work with and assist the Parish Clerk to ensure day to day management
4. procedures are effective, research, provide and present written information as required
5. To show leadership
6. Assist the Parish Clerk in the management of the council's finances and buildings and assets management.
7. To manage and deliver the parishioner facing services in line with Council Policies.

Specific Responsibilities

(This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the nature and level of responsibility of the work to be undertaken. It is not and should not be construed as all-embracing or exhaustive.)

1. To assist the Parish Clerk with all council business and operations.
2. In the absence of the Parish Clerk, deliver the essential requirements of that post to ensure the smooth running of Hughenden Parish Council.
3. To act as lead officer in the day-to-day management of the Council's Offices in accordance with the Parish Council's policy.
4. Assist the Parish Clerk in monitoring and control of the Council's day to day financial records and accounts, subject to instruction from the Parish Clerk and Responsible Financial Officer or to deputise during holiday or other absence periods



5. To act as the council's data manager for GDPR
6. To issue notices, prepare agendas and minutes for various of the Council's committees, to clerk these meetings and undertake follow-up work as required.
7. To assist the Parish Clerk in the facilitation and development of community development initiatives
8. To support the development of the council's land management programmes and liaison with voluntary groups across the parish.
9. To work with colleagues to ensure achievement of the Council's objectives/targets.
10. To follow the scheme of delegation, financial regulations and Council standing orders.
11. Deal with enquiries from members of the public and Parish Councillors.
12. Provide support and manage some elements of the Parish Council's events programme.
13. Responsible for supervising the administration of the Council's website and social media platforms
14. To actively promote the Council's Equal Opportunities Policy and Diversity Strategy.
15. To ensure events and projects are well promoted and publicised on the Parish Council's website and social media channels
16. Liaison as appropriate with outside bodies (including contractors) and representing the Town Council as appropriate.
17. To ensure the health and safety of people and resources.
18. To represent the council at conferences, meetings etc.
19. Act as a key holder for the Council offices
20. To carry out other duties commensurate with the post, as identified by the Parish Clerk.
21. To manage the operations of the Allotment sites, deal with tenant enquiries, agreements, rents and maintaining appropriate records
22. To take bookings for the Garden of Rest, verifying all the relevant paperwork and preparing invoices, maintaining statutory registers and records, liaise with Funeral Directors and Memorial Masons



23. Manage regular inspections and risk assessments of Parish assets and to prepare and oversee corrective works as required
24. Regularly review contractor agreements and actions and to participate in the generation of specifications and tender documents for these contracts
25. To review contractor invoices and confirm before passing to Finance for action
26. Ensure review of Allotment and Burial Ground charges is carried out annually by an appropriate Committee
27. 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 March 2021. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.