**THORPE ST ANDREW TOWN COUNCIL**

**DEPUTY CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Hours of Work:** 35 hours per week (inclusive of some evening work)

**Starting Salary:** £22,915 + LGPS

**Responsible to:** The Town Clerk

**Responsible for:** Staff in the absence of the Town Clerk

This is a politically restricted post.

**Main Purpose:** To support the Town Clerk to ensure that the decisions of the Town Council are carried out with particular responsibility for committee administration, financial management, and to deputise in the Town Clerk’s absence.

The Deputy Town Clerk will perform the role of Responsible Financial Officer and is accountable to the Town Council for the effective financial management of the Town Council.

Applications close 5pm on 4th August 2021

**Main Duties and Responsibilities**

1. To prepare financial reports and information for the Town Council.
2. To monitor and balance the councils accounts and prepare records for internal and external audit
3. Prepare vouchers and cheques and enter cheque list into computer. Send out cheques.
4. To submit quarterly VAT return.
5. To verify salary details and record details in accounts book for end of year returns. Submit HMRC returns on line.
6. To receive and sort money from the Parks and Estates Manager, Town Hall, Morse Pavilion and Roxley Hall. To issue invoices and receipts on a monthly basis and bank all money regularly.
7. To maintain a petty cash account together with a cash float.
8. To prepare risk assessments, financial regulations, pension policies and seek approval of the appointment of the internal auditor annually via the Town Council.
9. To annually review asset register, property and risks covered. Verify to insurance renewal details.
10. In the absence of the Clerk to carry out his duties.
11. To prepare, when necessary, in consultation with appropriate members, agendas, etc., for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval. To send relevant papers to County and District Councillors, police and the press.
12. To receive, when necessary, 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. To issue correspondence as a result of the instructions of, or the known policy of the Council.
13. To supervise in the Clerk’s absence any other members of staff in keeping with the policies of the

Council. Liaise with Parks and Estates Manager and cleaning contractors.

1. To deal with enquiries from telephone callers and visitors in the absence of the Clerk.
2. To keep allotment register up to date. Update waiting list. Send annual invoices, reminders and collect rent as required.
3. To help organise Town Mayor’s Reception and any other special meetings.
4. To help organise the running of the office.
5. Keep up to date — filing, scrap books, timesheets, outstanding tasks from office meetings and inventories.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications and Experience | Experience of working in a Town Council (or similar) | Professional finance qualification  Degree level qualification |
|  | CiLCA Qualified (or willingness to achieve the qualification within 12 months) | Experience of staff supervision |
|  | Good working knowledge of IT systems including Microsoft Office & Excel |  |
|  | Driving licence |  |
| Knowledge and Skills | Highly organised and methodical | Understanding of the procedures, roles, duties and responsibilities of the Town Council and Councillors  Practical experience of servicing committees, report writing and implementation of decisions in a timely manner  Knowledge of civic protocol  Knowledge of wordpress  Knowledge of Financial Management procedures and statutory requirements  Knowledge of Health and Safety law and procedures |
|  | Excellent communication skills, including report, agenda and minute writing (or equivalent experience) |
|  | Well-developed interpersonal skills |
|  | Logical, clear thinking, diplomatic and patient approach |
|  | Good administration and IT skills |
|  | A proven track record of project/event delivery |
|  | Ability to work alone or as part of a small team |
|  | Experience of managing projects to successful conclusion |
|  | Ability to work within a political and local |

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|  | government framework and be sensitive to  political and community issues |  |
| Personal Qualities | Professional and personable with the ability to build teams/relationships  Reasoned decision maker  Enthusiastic, with a positive ‘can do’ attitude and willing to take the initiative  Ability to work under pressure  Team player |  |