****

**Job title:**  Assistant Clerk

**Responsible to:** Town Clerk

**Organisation:** Bognor Regis Town Council

**Place of work:** Town Hall, Bognor Regis

**Hours of work:** 37 hours per week

**The purpose of the job and its primary objectives:**

To provide efficient and effective support to the Strategic Projects, Marketing and Corporate Management and administrative services functions of the Council and the Town Clerk (and deputise in his/her absence).

**The main duties of the post:**

To actively promote the policies of the Council as determined from time to time and to assist and support the Town Clerk in the corporate management of the Council’s affairs.

To deputise in all aspects of the Town Clerk’s responsibilities during any absence of the Town Clerk.

Support the Town Clerk’s role as principal advisor to the Council through attending Council, Committee and Sub-Committee meetings as required.

To assist the Town Clerk in the preparation/review of the annual Strategic Plan performance plan and medium term financial strategy and the implementation and monitoring of the objectives contained within the plan.

To be responsible for the implementation of designated aspects of the Strategic Plan.

To review and update Town Council Policies and other Strategic Documents, as necessary.

To act as line manager for those Council employees as shall from time to time be designated.

To deal with personnel issues relating to all staff, as instructed and have responsibility for HR matters relating to the Town Council.

To be responsible for such Committees and Working Parties as instructed, including the preparation of Agendas, attendance at meetings, drafting of Minutes and actions arising.

To attend meetings of such other bodies, organisations or groups as may reasonably be required.

To act as the designated Health & Safety Officer for the Council, responsible for: overseeing adherence to H & S policies, risk assessments for Council activities (in liaison with other Council officers), and management of H & S training, in liaison with external H & S advisers.

To have a working knowledge of the Council’s accounting procedures and record keeping in order to provide cover for the Town Clerk when required, including monitoring of Council finances; production of reports as required by the Town Clerk; preparation of statutory returns and other accounts, payroll and pension duties. Specifically to:

* Assist the Town Clerk in the preparation maintenance and monitoring of the budgets and to process and bank all receipts of cash and other income
* To maintain and administer appropriate levels of petty cash for minor everyday disbursements.

**Other Duties and Responsibilities**

Responsibility for auto enrolment and staff pension matters.

To maintain sickness and holiday records and to report details to Town Clerk.

Responsibility for updating and maintaining the Town Council’s Asset Register, in liaison with Town Force Manager.

To manage / oversee externally funded projects.

To have a thorough understanding of the implications of non-adherence to the Council’s risk assessments and insurance requirements.

To be responsible for document retention and filing procedures.

To assist the Town Clerk and Civic & Officer Manager, where delegated, with Freedom of Information and Subject Access Requests received by the Council.

To assist key personnel in dealing with complaints received by the Council (the Town Clerk remaining uninvolved where possible in case of any future appeals).

**Other functions**

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council’s Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.