

JOB DESCRIPTION

JOB TITLE:	Deputy Town Clerk (Full-time)
PLACE OF WORK:	Corn Exchange, Ross-on-Wye
GRADE / SPINE POINT:	SCP 28 - 32 (£36,648 - £40,221)
HOURS OF WORK:	37 hours per week, attendance at some evening meetings will be required and occasional weekend work
REPORTS TO:	Town Clerk
MANAGEMENT RESPONSIBILITIES:	As per Organisational Chart

Main Purpose of the Job

To support the Town Clerk in providing a high-quality comprehensive clerical, administrative and financial service to the Council. To work as part of a team and contribute to the achievement of the Council's objectives. To work with the Town Clerk to help develop and maintain information and monitoring systems that are accurate and up to date at all times. To effectively assist with the development and management of the Council's services, developing good practice and promoting the Council's activities across all areas of operation using technology, as necessary. To act as office manager with direct responsibilities for line managing staff.

Summary of Responsibilities and Duties of the Job

(not in any order of priority or significance)

- To deputise for the Town Clerk in their absence carrying out all strategic duties and functions required by law of the local authority and that other provisions governing or affecting the running of the Council are observed and to supervise and direct staff when necessary
- To assist with providing the Town Clerk with administrative support dealing with day-to-day correspondence and preparation of financial reports and information
- To assist with the recruitment and retention of staff, ensuring appropriate training is available for staff in line with identified training needs and to keep the Town Clerk informed of any matters likely to affect productivity and performance or the ability to deliver services
- To manage the day-to-day running of the office
- To be responsible for managing the Council's finance database, ensure accurate data processing of purchase ledger invoices, postings, and preparations of sales invoices in accordance with the Council's internal control procedures
- Supervise cash handling duties and be responsible for cash and bank account reconciliations
- To be responsible for the preparation and submission of the Council's VAT records and complete all month end financial procedures
- To assist the Town Clerk prepare records for internal and external audit purposes
- To prepare and distribute notices, agendas, and reports for meetings of the Community, Markets & Tourism Sub-Committee and the Planning & Development Sub-Committee. To clerk the meetings as required, minuting them and carrying out all agreed actions
- To assist with the arrangements for ad hoc meetings, working groups and committees taking minutes and following up actions when required
- To assist in administering the Council's database for the management of the cemetery, interments, and memorials and to liaise with other relevant parties involved. To ensure that requests for the Transfer of Burial Rights are lawfully carried out
- To assist in providing a responsive telephone service, promptly dealing with queries and enquiries, or referring callers to appropriate staff, taking messages in a precise, accurate and courteous manner

- Undertake a variety of project work with minimal supervision including assisting with business planning and grant funding applications
- To participate in new initiatives and future changes in delivering improvements in the Council's operations
- To provide support to the Town Clerk at committee meetings as required
- Carry out other duties relating to the work of the Council's operations as and when required which may be reasonably directed by the Town Clerk

The above list is not exclusive or exhaustive, there may be other duties and requirements associated with the post and in addition, as a term of your employment, you can be required to undertake other duties and/or hours of work as reasonably directed by the Town Clerk

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Office based

Health and Safety at Work

Ross-on-Wye Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.