

Job Description: Assistant Clerk

The Assistant Clerk reports to the Clerk and is accountable to the Parish Council.

Overall Responsibilities

Support the Clerk to the Council in the role as the Proper Officer of the Council as requested.

Support the Clerk to prepare advice for the Council, and assist in the formation of overall policies to be followed in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions and in accordance with the Parish Council Standing Orders (as may be updated and adopted by the Parish Council from time to time in accordance with National guidance and Statute).

Support the Clerk in the role as the Responsible Financial Officer as requested and in accordance with the Council's Financial Regulations (as updated and adopted by the Parish Council from time to time in accordance with National guidance and Statute).

Support the Clerk to provide liaison and oversight as the Parish Council representative for services provide by the District Council or other body as required by the Council, look out at all time for the interests of the Parish Council.

The Assistant Clerk will act as a point of contact for the public who are resident within St Peters, providing a timely, appropriate and effective response/resolution to all reasonable requests and problems presented. This means being reasonably available by email/telephone. Advice and support may be obtained from the Clerk.

Specific Responsibilities

1. To support the Clerk as Proper Officer and Responsible Financial Officer as requested.
2. To attend such meetings and prepare minutes for approval where requested.
3. To lead the organisation of the annual Parish Festival in accordance with the Parish Council policies and decisions, working to support the designated Councillors.
4. To attend all meetings of the Council and all meetings of its committees and sub-committees and ad-hoc working parties where requested.
5. To issue correspondence as requested.
6. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council as requested.
7. In agreement with the Clerk, to draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
8. To act as the representative of the Council as requested.
9. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
10. To answer the phone and respond to email from the public who are residents in the Parish, providing an appropriate, timely and effective response/resolution to the issue raised. Provide timely reports to the Clerk and Council of actions taken.
11. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
12. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. (The Society of Local Council Clerks membership is suggested.)
13. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as requested.

Assistant Clerk Person Specification

The Parish Clerk, as an employee of the Council fulfils the following functions:

- Statutory duties of a Proper Officer (ref. St Peters Parish Standing Orders and any relevant Statute).
- Parish Council administration (organising meetings, keeping records, correspondence).
- Responsible Financial Officer (ref. St Peters Parish Financial Regulations).
- Communicating with and responding to the residents of the Parish on behalf of the Parish Council.
- Representation and liaison on behalf of the Parish Council iaw decisions of the Parish Council.
- Oversight of delivery of services to the Parish by any 3rd party on behalf of the Parish Council.

<p><u>Qualifications</u> 5 GCSE grade C or above (or equivalent), including English and Maths Recognised qualification in local government administration, or willingness to study for CILCA Book keeping or accountancy qualification</p>	<p>Essential Essential Desirable</p>
<p><u>Knowledge</u> Local government structure, law and administration relevant to an urban Parish Council Principles of receipts and payments accounting, bank reconciliation and financial audit Health & safety and risk assessment principles and relevant legislation</p>	<p>Desirable Desirable Desirable</p>
<p><u>Skills</u> Good written and verbal communication skills (in English), able to write reports Ability to take clear, concise and accurate minutes of a meeting Able to keep accurate accounts and do a bank reconciliation Able to organise meetings efficiently and effectively, including setting the agenda IT literate, including MS Word, MS Excel, Quicken, Email and effective use of internet Ability to work effectively in a team and relate well to colleagues and Councillors Ability to research a topic and present clear and concise arguments based on evidence and facts Good analytical, investigative, negotiation and problem solving skills</p>	<p>Essential Essential Essential Essential Essential Desirable Desirable</p>
<p><u>Experience</u> Parish clerk or similar local Government role (minimum 3 years) Parish clerk of an urban parish or similar local Government role Responsible Financial Officer or treasurer or similar financial role Dealing with the public in a public service role or community group or similar Management experience in local Government or private sector Organising community events</p>	<p>Desirable Desirable Desirable Essential Desirable Desirable</p>
<p><u>Attributes, Behaviours & Attitudes</u> High personal integrity and trustworthy to deal with public money, financial affairs, confidential information Highly self organised and ability to plan and work effectively un-supervised and to strict deadlines Flexible and willing to work evenings and unsocial hours as reasonably required Self motivated and proactive, ability to take the initiative or follow as required Motivated to serve the community and further the aims of the Parish Council Demonstrates common sense and good judgement Polite under pressure, shows tact and diplomacy, including in public confrontational circumstances Able to develop and maintain good working relations with Councillors, contractors and the public. Ability to organise own transport to attend meetings located in the Parish, Worcester City, Worcester County Council and adjacent Parishes Ability to provide home office and facilities including telephone & IT.</p>	<p>Essential Essential Essential Essential Essential Essential Essential Essential Essential</p>