



DEPUTY CLERK – JOB DESCRIPTION

(SCP 13-17) (£23,023-£24,920, £14,758-£15,974 pro-rata)

25 hour per week

JOB PURPOSE

To assist the Clerk to the Council in the execution of all Council business and to meet the Parish Council's statutory requirements. To deputise for the Clerk during her absence.

REQUIRED SKILLS

- Good general standard of education and numeracy
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other packages used by the Council
- Ability to communicate with other staff, Councillors and the general public in a pleasant and effective manner both orally and in writing
- Ability to be self-motivated and work with minimum supervision
- To have a flexible approach to hours of work and day to day duties and responsibilities
- Be mobile or willing to travel around the Parish

MAIN TASKS/JOB ACTIVITIES

1. To support the Parish Clerk in ensuring the smooth running of the Parish Council administration
2. To maintain the Council's finances on a day-to-day basis and carry out monthly reconciliations of payments and receipts against the Council's bank statements
3. To prepare list of payments of invoices for the Council's approval and arrange BACS transfers/cheque payments
4. To produce quarterly claims for re-imbusement of VAT payments
5. To prepare agendas, reports and associated documents for the Assets and Open Spaces Committee meetings and produce accurate draft minutes
6. To clerk the Assets and Open Spaces Committee
7. To Clerk other working groups or committees from time to time as directed by the Clerk.
8. To deputise for the Clerk at other Council meetings, when required
9. To take appropriate actions to implement Council resolutions
10. To take bookings for Bracklesham Barn, issuing all the relevant paperwork and invoices, maintaining associated diaries/records, and ensuring receipts (cash and cheques) are banked weekly. To chase outstanding payments.
11. To ensure review of Bracklesham Barn charges is carried out annually by an appropriate Committee
12. To be conversant with Bracklesham Barn hiring conditions and to ensure relevant fire, electrical, safety etc. annual inspections are carried out and certificates received
13. To be a keyholder for Bracklesham Barn for out of hours and emergency call outs.



14. To handle effectively queries from the general public
15. To demonstrate a willingness to undertake CiLCA and other training courses as appropriate
16. To deal with assigned incoming mail and maintain appropriate records
17. To liaise with voluntary groups, other local Councils, CDC, WSCC and government departments/agencies as appropriate
18. To undertake any other reasonable tasks as directed by the Clerk to the Council or the Parish Council.
19. To help update the Parish Council and Bracklesham Barn website and social media channels.
20. To assist in organising and attending events, including attendance at civil wedding ceremonies when required.
21. To ensure that the Parish Council's obligations in respect to Health & Safety and Risk Assessment are observed.

This job description sets out the main duties of the job as at June 2022. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.

GENERAL DUTIES AND RESPONSIBILITIES

Training

The post holder will keep up to date, so far as is necessary for the efficient executing of the job, with new legislation, procedures and techniques. The post holder is responsible for keeping his/her own training needs under review and bringing any training requirements to the attention of the Clerk.

Health and Safety

The post-holder will take reasonable care for the health and safety of herself /himself and of other persons who may be affected by her/his activities and where appropriate safeguarding the health and safety of all persons under her/his control and guidance in accordance with the provisions of Health and Safety legislation.

The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of her/his duties.

Equal Opportunities

The post holder will uphold the Parish Council's Equal Opportunities practices thereby promoting fair and quality service for all.

Customer Care

The post holder will deliver services in a way which is sensitive and responsive to those receiving such services.