

## Warboys Parish Council – Assistant Clerk

Job Title:	<b>Assistant Clerk</b>
Salary Range:	Salary Grade (NJC 10 -14) £25,545 - £27,334 pro rata (depending on experience and qualifications)
Hours of work:	15 hrs per week (0.4 full time equivalent)
Working time:	Flexible – as the Parish requires
Location:	Work from home until the new office is available
Responsible to:	Clerk (the role will be part of the Parish Council team)
Probationary period:	6 months
Commencement:	As soon as possible

### **Purpose:**

The Assistant Clerk is an officer of Warboys Parish Council and is responsible for the effective and efficient management of all the Council's statutory duties and functions.

**Reporting to:** The Clerk and Chairman, but accountable to the Parish Council as a whole.

### **Key Accountabilities:**

- Ensure all instructions of the Council are implemented.
- Ensure that all policy, procedures and documentation are carefully managed.
- Takes a lead on the Council Allotments
- Provide essential support to the Senior Clerk and Responsible Finance Officer.
- Handles administrative tasks, document management, and follows procedures identifying opportunity to streamline when/where appropriate.
- Assists in maintaining accurate records, facilitating communication, and ensuring the smooth running of daily tasks.
- Assist in the preparation of meeting agendas, minutes, and official documents ensuring timely distribution.
- Respond to inquiries from parishioners and other stakeholders.
- Maintain the Parish Notice Boards.
- Assist in budgeting and forecasting.
- Assist with the processing of payroll for parish council staff.
- Carries out research and reporting to provide up-to-date advice to the council on policies, procedures and any new developments which relate to council business.
- Creatively supports with Website development and social media posts

### **Working relationships:**

Communication in this role is key, the Assistant Clerk will work closely with the Clerk and Senior Clerk. They will have contact with all members of staff and all Councillors; externally, with all tiers of local government, the media, community groups and local organisations, residents, local businesses, and suppliers of goods and services to the Council.

**1. Duties and Responsibilities:**

1. Policy, Law and Procedures

- 1.1 To act in all duties as required by law and the Council's Standing Orders and Financial Regulations.
- 1.2 To act as representative of the Council as required, liaising and building effective relationships with the public, other public sector organisations, local businesses, and representatives of other organisations and the media as appropriate.

**2. Administration and IT:**

- 2.1 To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2.2 To support with IT systems ensuring file allocation tables reflect up to date information.
- 2.3 To lead on Allotment Committee.
- 2.4 To support with correspondence received in the Clerk e-mail box.
- 2.5 The issue of notices and preparing agendas and reports, in consultation with Chairmen, Vice-Chairmen and Members for meetings of the Council and Committees and, where relevant, Working Groups.
- 2.6 On request attendance at Council meetings, recording the decisions of those meetings, preparing minutes, and implementing decisions in accordance with Council policy.
- 2.7 To receive and respond to correspondence and documents on behalf of the Council and dealing with such matters or bringing them to the attention of the Council.
- 2.8 To undertake investigations where appropriate and produce reports for circulation and discussion by the Council.
- 2.9 To undertake a wide range of office procedures as requested, including photocopying, filing, data entry and data management, ordering, letting of village hall and allotments.

**3. Finance:**

- 3.1 All aspects of financial procedures and record keeping.
  - Raising purchase orders
  - Prepare incoming invoices for payment.
  - Receive income and issue receipts.
  - Set up new payees in Scribe.
  - Prepare financial statements and reports as required.
  - Assist with income reconciliation.

- Assist with expenditure reconciliation.
- Maintenance of files for audit

3.2 To assist authorise and verify orders for goods and services and arrange payments for authorisation.

3.3 Assist chasing creditors for non-payment of invoices.

#### **4. Buildings, Property and Business Management:**

4.1 To ensure that the Council complies with health and safety legislation and the safety and well-being of those who visit or work in the buildings, property or facilities provided by the Council.

4.2 Take energy meter readings (gas – electricity) and liaise with energy suppliers.

4.3 Ensure all maintenance / servicing checks are scheduled.

4.4 The letting of property and assets owned by the Council.

#### **5. Publicity and Communications:**

5.1 To support on the maintenance of the Council's website, implement improvements to the website framework and develop content identified as necessary or desirable, to promote the Council and its services and to address residents' needs.

5.2 To support work with Councillors on generating content for articles and news items on the Council's website.

5.3 To support on regular content dissemination via the Council's social media platforms, whilst monitoring and reporting on online engagement.

5.4 To support with the marketing and launch of the NPC.

#### **6. HR - Training and Development**

6.1 Acquire the necessary professional knowledge, where needed, for carrying out the duties of the post and the efficient management of the Council's affairs, through a process of continual professional development (training budget is available).

6.2 To make active use of various key information sources through Council's membership of professional bodies on legal and other topics.

6.3 Continue seeking and attending professional development opportunities organised by professional bodies and other organisations relevant to carrying out the functions of the post.

#### **7. Other**

7.1 To undertake such other responsibilities and functions as may be required from time to time by the Council and the Chairman commensurate with the duties and responsibilities of the post.

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### Additional Information:-

#### Warboys Parish demographics

Size of village (area)	9,046 acres 3,661 Ha	Population – 7,641	M 3,730 F 3,911
No: of Councillors	15	No: staff	6
No: Full Council Meetings	12	No: of Sub Committees	13
Precept budget	188,088.40	NPC build budget	1,5700,000.00

Source: Cambridgeshire Insights 2021

#### Staffing Structure:

