

WIGTON TOWN COUNCIL

Job Description

POST TITLE

Assistant Clerk to Wigton Town Council

GRADE

NJC Payscale 24- £28,672 per annum pro-rata (£14.90 per hour) Pay award pending.

RESPONSIBLE TO

Clerk to Wigton Town Council

MAIN PURPOSE OF JOB

To manage and support all administration relating to the council's services and activities. This will include attending meetings, writing minutes, events management support, maintaining records, supporting the Town Clerk with day to day management of the Council and ensuring that all legal requirements are complied with. Attendance at evening meetings is required.

The Town Clerk is also the Responsible Financial Officer who holds a statutory office appointed by the Council under s151 of the Local Government Act. The Assistant Clerk will be expected to support the Town Clerk in all financial related matters and ensure that financial control is maintained.

The Assistant Clerk is responsible for acting as the Town Clerk and RFO in the absence of the Proper Officer

STANDARD HOURS

20 hours per week (including some attendance at the occasional evening meeting required)

HOURS OF WORK

To be negotiated

SERVICE AREA

Wigton Town Council Office

OVERALL RESPONSIBILITIES

The Assistant Clerk to the Council will support the Clerk and in his/her absence act as the Clerk and the Proper Officer of the Council. The Assistant Clerk has a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer as required. The Assistant Clerk will also act as the Council's Responsible Financial Officer in the absence of the RFO and will hold a statutory office under s151 of the Local

Government Act. The Assistant Clerk in the absence of the Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Assistant Clerk will be responsible for servicing council committees in addition to other duties as required.

KEY DUTIES AND RESPONSIBILITIES

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Town Councils rules, regulations and policies in force. This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed.

1. Office Administration

- To manage the provision of support services in connection with the day to day activities of the Town Council and the manning of the Council Office, providing support to visiting members of the public and town councillors where appropriate
- To assist the Town Clerk in the delivery of agreed communication strategies and to update the website and the Council's social media presence where required
- To deal with correspondence which includes opening post, drafting letters for review by the Clerk, responding to emails.
- To gain a working knowledge of all aspects of the Clerk's role and be able to provide cover for holidays, sickness and unforeseen circumstances.
- To undertake administrative tasks in connection with the day to day running of the office as required including photocopying and filing
- To manage the bookings for Barton Laws and Park pitches, and to assist in revenue generation to support the upkeep of the facilities
- To maintain manual and computer based filing systems, which involves the creation and updating of files & the filing of all documentation.
- To assist in the formulation, planning and monitoring of policies and procedures.
- To submit required documentation to ensure the Council continues to achieve Self Contractor accreditation – this will involve working with the Grounds Supervisor to ensure Health and Safety requirements have been met and documented.
- To act, in a professional manner as a representative of the Town Council and assist in providing a point of contact for customer enquiries and general admin duties

2. Council Meetings and Services

- To assist the Town Clerk in ensuring that accurate agendas and reports are available for all meetings of the Council, its Committees and Working Groups.

- To take accurate and relevant minutes of meetings of the Council, its Committees and Working Groups. To service Council and committees as and when required and deal with the requirements of each Committee.
- To provide event management support to the Clerk for all Council events
- To assist in overseeing the management of the allotments

3. Financial Responsibilities

- To assist the RFO to prepare and maintain detailed financial management systems for adherence throughout the Council and to ensure compliance with the Council's financial regulations and co-operate fully with internal audits.
- To assist the RFO in ensuring that the Scribe computerised accounts and financial management system is maintained with up to date records of income and expenditure of the Council, retaining and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments to be authorised
- To assist the RFO with cash handling, banking any other financial related tasks.

4. Other Responsibilities

- Update the Council notice boards to ensure all details are accurate and posted in time for upcoming meetings
- To attend training courses as required by the Council.
- To comply with all relevant Council systems, policies and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems.
- To work in a flexible manner to meet the requirements and demands placed on the Council.
- Carry out other various administrative duties as required by the Clerk, or in their absence, the Chairman

5. Supervision and Guidance

The job is essentially self-supervising within the administrative workload, which is planned and arranged to coincide with the dates and cycle of meetings. Therefore priorities are set by the agenda and action required by the minutes of the meetings. There will be direct supervision on specific projects by the Clerk.

6. Special Conditions of the Job

The nature of the job means that it involves some attendance of occasional evening meetings.

Due to the nature of the job the Assistant Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council.