

South Brent Parish Council Assistant Clerk Job Description

Job Title	Assistant Clerk
Location	South Brent
Responsible to	Clerk
Salary	LC2, SCP 18-23 on NALC/SLCC scale (£15.21 - £16.67)
Hours	9.25 hours per week, worked across Monday to Friday, by arrangement.

Purpose of position

To work under the direction of the Clerk/Responsible Financial Officer (RFO), taking responsibility for some of the day-to-day administration including emails, correspondence and liaising with suppliers and partner organisations including financial affairs in accordance with proper practices. To undertake duties associated with the management of the council's committees. To assist the Clerk/RFO to the Council in carrying out the functions of the Parish Council. To provide cover for the Clerk to the Council as required.

Specific responsibilities

To manage the day-to-day financial aspects of the parish council, which includes logging of receipts of monies and of invoices received.

To prepare documentation for the monthly Full Council meetings and the quarterly Land and Estates and Finance And Human resources committee meetings

To assist the clerk in matters relating to financial, tender, budget, contract and other relevant work, which includes oversight of quotes and tenders for works, goods, contracts and services.

To assist the RFO in collecting, collating and preparing all the information necessary for the internal audit of the Council's accounts; the Annual Governance and Annual Return for submission to the external audit process and the annual budget process.

To prepare agendas and minutes for committee meetings and follow up the actions generated by such meetings.

To assist the clerk in delivering services and events to the community.

To provide cover for the clerk during any periods of absence

To act as a representative of the Council when required.

To undertake continuing professional development (CPD) to ensure the necessary professional knowledge required for the efficient management of the affairs of the Council. This will involve meeting with local clerks, being in membership of professional societies and undertaking relevant training, including CiLCA.

Key Requirements

- Experienced administrator that can work as part of a small team and independently.
- Good working knowledge of Word, EXCEL, Outlook, PowerPoint and preferably word press; must know how to use social media and porting information to a website;
- Organised with a 'can do' attitude;
- Dedicated, focussed with attention to detail and reliable;
- Good communication skills, written and verbal.

For further information please contact the clerk on 01364 701900 or clerk@southbrent.gov.uk

Closing date 9.2.24