



DEPUTY CLERK

HOURS	20 hours per week
SALARY	Range £27,358 - £30,756 (Full time equivalent)
REPORTING TO	Parish Clerk

JOB DESCRIPTION

PRINCIPAL TASKS

- To carry out a given number of administrative duties relating to the daily running of the Parish Council.
- To attend Council and Committee meetings as required (including some evenings) and take minutes as necessary.
- To administer and service two Parish Council committees including the compiling of agendas and taking of minutes using Microsoft Word. To be prepared to visit sites within the parish as appropriate in conjunction with other staff members as necessary to better understand matters being debated at committee.
- To administer and manage aspects of the Parish Council's accounting software package (Sage) including creditor payments via online banking, bank reconciliation and year end tasks (assisting the Parish Council's Year-end accountant). To control and reconcile petty cash payments. To maintain and be responsible for other records such as the asset register using Microsoft Excel.
- To complete and submit the Parish Council's VAT return.
- To oversee running of a simple PC network.
- To meet visitors to the Parish Office and assist in whatever way possible. To promote the Parish Council.
- To assist the internal and external auditors with queries raised. To liaise with the Parish Council's payroll provider.
- All duties deemed necessary in the smooth running of the Parish Office including deputising for the Clerk in his absence and helping to cover for other staff members during periods of leave etc.

PERSONAL PROFILE

- Experience in local government not necessary but some office/administrative experience essential.

- Knowledge of Sage accounting software desirable, failing which, experience of using a similar computer based financial software package important.
- Very good numeracy and literacy with attention to detail essential.
- Good team worker crucial. Flexible, accommodating and with great communication skills.
- Punctuality and excellent time management essential.
- A genuine interest in working with the Council to improve the wellbeing of all members of the community.

August 2018