

Albrighton Parish Council



Job Description & Person Specification

DEPUTY CLERK

Date : January 2022

This is a part time post, 15 hours per week, including some evening and weekend work to attend council and committee meetings. The hours would ideally be worked on a Thursday and Friday, but are flexible to meet the need of the Council and its functions. (The Friday would be covering the Clerk none work day).

Job Description

1. Job Purpose

The post-holder will be supporting the Clerk to the Council in the execution of all Council business, in meeting the Parish Council's statutory requirements, delivering services, projects and pieces of work on behalf of the Parish Council. To deputise for the Clerk during her absence as required and report to the Clerk to the Council as your line manager.

The successful candidate will have specific responsibility for the day to day running of the accounts and financial records for the Parish Council, provide administrative support to a number of Parish Council Committees, provide support to ensure the smooth running of Parish Council's services and work with the Clerk to build on positive relationships with the community partners, community groups and members of the public.

2. Main Duties to include:

- To support the Clerk to the Council in ensuring the smooth running of the Parish Council administration.
- To support the Clerk to the Council in ensuring the Council meet the Parish Council's statutory requirements and obligations.
- To maintain the Council's finances on a day-to-day basis and carry out monthly reconciliations of payment and receipts against the Council's bank statement.
- To maintain, review and analyse the Council's finance functions including, but not exclusive to, invoices, BACS, investments, VAT, Petty Cash, assets, etc.
- To prepare reports and information for the Committees and Full Council.
- To prepare agendas, reports and associated documents for a number of committee meetings and produce an accurate draft minutes.
- To take appropriate actions to implement Council resolutions.
- To maintain and develop positive relationship with community partners, community groups and members of the public.
- To work within the Parish Council's Standing Orders, Financial Regulations and other policies.

3. Deputy Clerk:

- To deputise for the Clerk to the Council during their absence, as required.

- To manage, deliver and work with the Clerk to the Council to implement Council resolutions.
- To manage, delivery and work with the Clerk to the Council to develop and implement Council policies and procedures.

4. Financial Management:

- To efficiently manage and monitor the Council's finances and assisting the Clerk to the Council in advising the Council on a financial strategy.
- To use the Parish Council's electronic finance system - Rialtas.
- To produce the year end accounts and supporting statements for audit.
- To assist the Clerk to the Council to provide all information for the internal auditor.
- To assist the Clerk to the Council, to complete the Annual Return for the external auditors and make available all papers for the public as legally required. Publish notices as legally required.
- To assist the Clerk to the Council and respond to queries raised by the internal and external auditor.
- To assist in the running of the Council's payroll submission.
- To assist in processing of invoices and making payments and bank transfers with the Clerk to the Council.
- To maintain all financial records properly and in accordance with financial regulations.
- Reclaiming of VAT

5. Administrative Support for Committee(s)

- Provide administration support for a number of Committee(s) to include:
 - o setting meeting dates
 - o preparing and circulating agendas and associated papers in line with required deadline
 - o taking accurate minutes
- delivery of resolutions and actions agreed by the Parish Council
- to respond to correspondence where management input is required during meetings.

6. Other Duties

- Carry out all duties and tasks in accordance with Albrighton Parish Council's adopted policies and procedures
- Assist Manager projects and pieces of work on behalf of the Parish Council, reporting at regular intervals, monitoring progress and taking action where necessary.
- Liaise with Parish Councillors and Shropshire Councillors.
- Liaise with other organisations and authorities, as necessary.
- Manage some Parish Council's Events and functions.
- Be computer literate and competent in all Microsoft office programs
- Help maintain the Parish Council's website and social media requirements.
- Commitment to personal development and attending training.
- The duties and responsibilities for this role may vary from time to time without changing the general character of role or the level of responsibility entailed.
- To perform tasks, other duties and responsibilities as directed by the Clerk.

Person Specification

	Essential	Desirable
Qualifications		
Good general education including 5 GCSE's or equivalent including Maths and English	√	
Education to degree level or equivalent		√
Relevant accounting qualification		√
Certificate of Local Council Administration (Cilca) or willingness to complete within 2 years	√	
Work Experience		
Minimum of two years working as a finance officer in a local council (or similar)	√	
Experience of financial management, including budgetary control and planning for budgets and preparing financial reports	√	
Experience of internal and external audit preparation		√
Experience of end of year accounting		√
Experience of providing administrative support to a Council (or similar body) committees (including minute taking)		√
Experience of dealing with the public and working in communities	√	
Experience in using computerised account systems	√	
Project Management experience		√
Working knowledge of social media and website use as information and promotion tools in a local council setting		√
Knowledge and Skills		
Strong administration and organisational skills	√	
High level of literacy together with the ability to read and analyse reports	√	
Good numeracy and ability to understand financial data	√	
Excellent IT skills, including Microsoft Outlook, Word, Excel and Internet search skills	√	
Use of accounting software (Parish Council's system Rialtas)	√	
Good understanding of: <ul style="list-style-type: none"> - Receipts and Payment accounting - Setting Budgets - VAT - Cash Control procedure - Internal/external audit procedures 	√	
Able to demonstrate excellent attend to detail, good written and verbal communication skills	√	
Ability to prioritise, meet deadlines and plan workload independently and effectively	√	
Behaviours and Characteristics		
A 'can do' attitude	√	
Maintain good relationships with Councillors, partners, public and contractors	√	

Willingness to act as a Council's representative	√	
Willingness to undertake training	√	
Keen interest in local communities and their well-being and development	√	
Willingness and ability to work flexible hours, including evenings and weekends	√	
Hold a full driving licence	√	
Excellent customers service focus	√	
Commitment to Equal Opportunities and inclusivity	√	