

# Wheatley Parish Council

## Assistant Clerk (Temporary) – Job Description

### **Overall Responsibilities**

Wheatley Parish Council aims to provide the community of Wheatley with good quality services. It is the responsibility of the Assistant Parish Clerk to assist the Parish Clerk in the Parish Clerk's duties both as the Proper Officer of the Council and the responsible Financial Officer (RFO), and to stand in for the Parish Clerk when absent.

Normally the Assistant Parish Clerk will be responsible for the administrative duties assigned to him/her by the Parish Clerk, but may be assigned other duties by the Council, that would otherwise be the responsibility of the Parish Clerk, when the Parish Clerk is absent due to illness or holiday or other cause.

The job is based at the Parish Office at 89a High Street, Wheatley.

### **Reporting Lines**

Reports to Parish Clerk and to Full Council

### **Specific Responsibilities**

#### **General:**

- carry out administrative duties at the request of the Parish Clerk
- carry out duties normally undertaken by Parish Clerk in absence of Parish Clerk, including issuance of notices and preparation of agendas for meetings of Council and committees, including parish meetings, and attendance at such meetings and preparation of minutes for approval, and acting as representative of Council as required
- undertake other projects or duties as reasonably required by Council
- update councillors promptly with notices and information
- receive correspondence and documents on behalf of Council and bring them to the attention of Council and Parish Clerk
- deal with and issue correspondence in accordance with instructions from, or the known policy of, Council and Parish Clerk
- deal efficiently with public queries
- arrange booking of facilities for Council meetings, events, committees and other sub-groups
- attend at least one committee or Council meeting each month and prepare, in consultation with appropriate Councillors, an agenda, minutes and supporting papers for the meeting and take follow-up actions as required
- attend training courses or seminars as required by Council
- assist in compiling reports for audit purposes
- update website as and when required

#### **Financial:**

- monitor and balance Council's accounts
- receive invoices for goods and services to be paid for by Council
- issue invoices on behalf of Council for goods and services and ensure payment received
- identify and resolve issues relating to outstanding invoices and debtors
- complete VAT return

## Personal Specification

Essential	Desirable
<b>Education &amp; training</b>	
GSCE or equivalent to Grade C or above in Maths and English	Educated to A level standard
<b>Skills, experience &amp; knowledge</b>	
<p>General administrative skills</p> <p>Use of IT systems (Microsoft Office or equivalent)</p> <p>Experience of working to deadlines</p> <p>Excellent written and oral communication skills</p> <p>Effective prioritisation skills</p>	<p>Previous financial experience</p> <p>Previous local government/council experience</p> <p>Previous experience of updating websites and social media</p> <p>Experience of using accounting software</p>
<b>Personal qualities</b>	
<p>Able to work on own initiative without supervision and within a small team environment</p> <p>Approachable and pleasant manner and able to deal with a range of customers queries and needs</p> <p>Willingness to work some evenings and weekends</p>	