

# Job Description

## Assistant Town Clerk

March 2018

### 1. Core role

To assist the Town Clerk in ensuring that the Town Council is correctly run according to Local Government regulations and legislation and, in liaison with the Town Clerk, to advise the Town Council and individual councillors on financial and legal matters in relation to subjects they wish to be involved in and which are relevant to a town council function.

### 2. Committee services

- (a) To assist in drawing up Council and other agendas, and to be responsible for producing agendas for those meetings for which you Clerk.
- (b) Clerk meetings of the Town Council, in the absence of the Town Clerk, and other meetings and working groups as required.
- (c) Take appropriate follow-up action from meetings and carry out all decisions made on behalf of members when required and in liaison with the Clerk.
- (d) Maintain current knowledge of planning applications and ensure that the planning records are kept up to date.

### 3. Financial management

- (a) To assist the Town Clerk and RFO, 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.
- (b) To assist the Town Clerk in fund raising and project management.

### 4. Administration duties

- (a) Carry forward projects on behalf of the Town Council, reporting back at regular intervals, monitoring progress, and taking action where necessary.
- (b) In conjunction with the Town Clerk, to propose projects to the Town Council in accordance with budget requirements.
- (c) Summarise papers for submission to the Town Council and present reports for consideration.
- (d) Manage some Town Council events and functions.
- (e) Liaise with other organisations and authorities as necessary.
- (f) To support the Town Clerk in ensuring best practice is maintained at all times, including reviews of policy, procedures, Standing Orders and Financial Regulations, when required.
- (g) Be computer literate and competent and maintain the Town Council's website and social media requirements.
- (h) Attend monthly team meetings.
- (i) Liaise with Unitary Councillors.
- (j) All staff are required to be able to unlock the Civic Centre and unset the intruder alarm or close up the building and set the intruder alarm. They should also be familiar with the workings of the fire alarm and be able to reset it.

### Note

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of duties or the level of responsibility entailed.

Salary: LC2 30 - 34

Hours: 37 per week, Monday to Friday or as required. Additional hours may be taken as TOIL and managed within the requirements of the Council operations. Payment of overtime will not be considered in normal circumstances.