

OKEHAMPTON TOWN COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATION

Position: Assistant Town Clerk

Job Overview: To be responsible for the general day to day financial administration of the council. To work as a team with other members of staff and assist with other administrative, clerical and reception work, including the Town Clerk. To assist in the development and maintenance of systems ensuring that they are accurate and up to date at all times. To attend and administer Committee and Working Group Meetings as required. To cover in the absence of the Town Clerk, if required. To effectively assist with the delivery of a broad range of the Council's services, developing good practice and promoting the Town Council's activities across all areas of business.

Responsible To: Town Clerk

Hours: 26 hours per week

Pay Scale: NJC pay scale: commencing at scale point SCP20

Key Areas of Responsibility:

Financial – To be responsible to the Town Clerk for the Council's data input into its financial accountancy package and financial duties as below, but not limited to:

- Preparation of invoices for payment, issue of cheques for signature, setting up of BACS payments, analysis to budget heads and preparation of weekly spreadsheet of expenditure
- Issue of debtors' accounts/sales invoices (sales/purchase ledger knowledge and control)
- Preparation of rental and other invoices on specified timescales; monthly, bi-monthly, quarterly and yearly as required, and recharge of services to others
- RBS monthly back up and data checks
- Receipt of cheques and cash and regular banking of monies
- Maintenance of petty cash imprest account
- Preparation and issue of monthly accounts, balance sheets and reconciliations for Policy & Resources Committee
- Completion and submission of VAT return to HMRC on quarterly basis
- Assist with drafting and management of the budget/precept documentation
- Preparation of submission of monthly salary, journal and pension data as necessary, and any other associated requirements
- To prepare and maintain spreadsheets for services, including parking permits and obtaining/taking utility service meter readings

Assistant Clerk – Including but not limited to:

Minute taking and preparation for delegated Working Group and/or Committees Meetings, to include preparation and issuing of Agendas and associated papers to meet statutory deadlines and drafting of the ensuing Minutes. To cover, as required, the absence of the Town Clerk.

- To administer and partake in Working Group and/or Committee meetings as required and preparation of associated paperwork, including agendas and the ensuing notes/minutes
- To assist the Town Clerk in the planning and delivery of Civic events
- To assist the Town Clerk with the administration and day-to-day overseeing of contracts
- To maintain and keep up to date the asset register and inventories
- Provision of administrative support to the Town Clerk, for example for projects, reviews and investigations
- To cover absences of the Town Clerk as required

General - Including but not limited to:

Work with the Administrator on acceptance of bookings and promotion of the Charter Hall and facilities, receptionist work, issuing of parking permits, any other assistance required and to provide cover during periods of absence

- To ensure the security of the buildings and take all reasonable steps to prevent access to unauthorised or undesirable persons.
- To act as first aider and fire marshall
- To undertake any other appropriate and related tasks as determined by the Town Clerk.

Person Specification:

ATTRIBUTE	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS	<ul style="list-style-type: none"> • Commitment to continuing professional development • Commitment to completing CiLCA qualification within a timescale to be agreed with the successful applicant 	<ul style="list-style-type: none"> • To have achieved CiLCA qualification • To have attended DALC, or similarly run, New Clerks training session
MANAGEMENT	<ul style="list-style-type: none"> • Demonstrable business and office related experience 	
FINANCE	<ul style="list-style-type: none"> • Demonstrable experience of financial management • Able to use Omega, or similar, Financial Software • Be able to undertake invoicing • Ability to process VAT returns • Budgeting and financial planning experience • Processing of salaries, pensions and end of year returns 	<ul style="list-style-type: none"> • Understanding of local council financial regulations • Recognised bookkeeping qualification • Budgeting and financial planning experience
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Tact and diplomacy • Good customer care skills • Ability to communicate clearly, both verbally and written • Able to meet strict deadlines 	<ul style="list-style-type: none"> • Attention to detail and accuracy
INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> • Competent in using IT systems including word processing and spreadsheets, the internet and email 	<ul style="list-style-type: none"> • Able to use and set up various social media platforms
MEETINGS AND ADMINISTRATION	<ul style="list-style-type: none"> • Ability to take clear and accurate minutes of meetings • Able to demonstrate ability to work in office environment and undertake administrative tasks 	<ul style="list-style-type: none"> • Knowledge of local council procedures and regulations
OTHER	<ul style="list-style-type: none"> • Well organised • Able to work out of office hours to attend council meetings and occasional Civic functions • Able to work on own initiative • Self-motivated with a 'can-do' attitude • Attention to detail • Be willing to act as first aider and fire marshal • Willing to fulfil any other duties commensurate with the role 	<ul style="list-style-type: none"> • Experience of organising events and functions • Knowledge of Data Protection legislation • Knowledge of Health & Safety legislation