

## WEST SWINDON PARISH COUNCIL

### JOB DESCRIPTION - ASSISTANT CLERK

#### **Job Purpose**

Responsible for providing clerical and administrative support to the Clerk/Parish Manager and the Council, supporting the Parish Office be open to the Public, preparing reports and documents as required. To assist in the production of Agendas and Minutes of the Council. To assist in the maintenance of financial records. To create and maintain relevant administrative procedures to ensure work is carried out in an efficient and accurate manner. To assist in promoting, coordinating and managing volunteering activities for the Parish Council.

**Reporting to:** Clerk/Parish Manager

#### **General Duties:**

1. To run the office in the absence of the Clerk/Parish Manager dealing with day to day enquiries.
2. To attend and minute meetings of the Council as directed by the Clerk/Parish Manager.
3. To attend other meetings as directed by the Clerk/Parish Manager.
4. To prepare in consultation with the Clerk/Parish Manager agendas and minutes of the Council and its Committees.
5. To handle incoming and outgoing correspondence and documents, to bring such items to the attention of the Clerk/Parish Manager and to deal with the correspondence or documents as appropriate.
6. To conduct research, prepare and produce documents and papers.
7. Oversee electronic record and database system maintenance.
8. To undertake additional duties as required by the Clerk/Parish Manager.

#### **Financial Administration:**

9. To assist the Clerk/Parish Manager with all financial transactions and records of the Council and the administration of its finances.
10. To process invoices and raise associated payments including BACS payments.
11. To receive and record cash income and issue receipts.
12. To place orders for goods and services.
13. To assist the maintenance of accurate accounting records using the Omega Accounting system including Bank Reconciliations and VAT reclaims.

14. To assist the Clerk/Parish Manager with the preparation of monthly reports and financial statements.
15. To assist the Clerk/Parish Manager with the production of annual accounts.
16. To assist the Clerk/Parish Manager in ensuring that the Council's Financial Regulations are correctly observed and implemented.
17. To prepare the monthly salaries.
18. To manage an up-to-date asset register, ensuring this is regularly reviewed.

**Specific Administration:**

19. To maintain the Minute Book and electronic filing.
20. To maintain the Planning Application system and appropriate records.
21. To organise events within the parish.
22. To administer and monitor any grants awarded by the Parish.
23. To manage volunteer administration and equipment loans to volunteers and local groups.

**Working with Councillors and the Community:**

24. To maintain effective and positive public relations and help to promote the image of the Council within the parish to residents, visitors and outside bodies.
25. To provide a courteous and helpful response to members of the public seeking information and advice.
26. To support the Parish Council to encourage local residents to get involved in issues that impact on the local community.
27. To create promotional information for volunteering and getting involved within the Parish.
28. To provide administrative and coordination support to volunteers and volunteer events.
29. To draw on own initiative and to find practical solutions to local issues.
30. To provide administrative support to Council members to assist them in their role as Parish Councillors.
31. To liaise and develop relationships with external bodies, residents, businesses and local organisations and assist with marketing and promotion.

**Supervisory Responsibility:**

None at the current time.

Essential	Preferred
<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment</li> <li>• Experience of dealing with customer complaints and enquiries</li> <li>• High level of competence in producing documents and reports using Microsoft Office</li> <li>• Experience of dealing with complex or difficult enquiries</li> <li>• Experience of working with partners or contractors</li> <li>• Experience of promoting volunteering</li> <li>• Experience of supporting and coordinating volunteers</li> <li>• Confident verbal communication skills</li> <li>• Excellent organisation skills</li> <li>• A willingness to study for the Cilca qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of processing invoices, payments or grants</li> <li>• Experience of preparing financial reports</li> <li>• Experience of working within a local council setting</li> <li>• Experience of updating websites</li> <li>• Experience of securing sponsorship from local businesses and individuals</li> <li>• Experience of promotion and marketing resources</li> <li>• Local knowledge</li> </ul>
<b>Personal Qualities</b>	
<p>This role requires someone who can work effectively under pressure. It requires someone who can work independently without supervision. It requires a problem solving approach and a drive to get things done. The successful candidate will be reliable, cheerful and resourceful.</p>	
<b>Other Requirements</b>	
<p>The majority of Parish Council meetings are held in the evenings so occasional evening working will be required.</p> <p>The post holder will need to be able to travel across the Parish to display notices, site visits and meetings.</p>	

**Note:** This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the primary functions of the post. Other duties may be specified as and when required.