

Assistant Clerk Twyford Parish Council – Job Description.

1. Overall Responsibilities

The Assistant Clerk reports to the Clerk and is accountable to the Parish Council.

The Assistant Parish Council Clerk will support the Clerk:

1. In his/her statutory duty to carry out all the functions and in particular to serve or issue all the notifications required by the law of a local authority's Proper Officer.
2. In ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
3. In advising the Council on and assisting in the formation of overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required to make effective decisions and to implement constructively all decisions and in accordance with the Parish Council Standing Orders (as may be updated and adopted by the Parish Council from time to time in accordance with National guidance and Statute).
4. In effective management of all its resources and will report to them as and when required.
5. In his/her role as the Responsible Financial Officer as requested and in accordance with the Council's Financial Regulations (as updated and adopted by the Parish Council from time to time in accordance with National guidance and Statute).

2. Specific Responsibilities

The Assistant Parish Council Clerk will support the Clerk:

1. To ensure the legal statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with the Committee Chairman, agendas for meetings of the Council and its Committees, to attend such meetings and prepare minutes for approval. To also include the Annual Parish Meeting.
3. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence promptly as a result of the instructions of, or the known policy of the Council.
4. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
5. To study reports and other data on activities of the council and on matters bearing on those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields.
6. To draw up, both on your own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the likely effects of specific courses of action.
7. To operate PAYE for members of staff and to communicate any instructions of the Council or its Committees to those staff, but not to have day to day line management for them.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

9. To act as a representative of the Council as required.
10. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of the Council and deal with enquiries from the press.
11. To be available on a daily basis, (from Monday to Friday) to answer queries from the public and Councillors.
12. To act as second key-holder for the alarm system at Stanlake Pavilion and to attend any call-out arising there from.
13. To attend training courses on the work and role of the Assistant Clerk as required by the Council.
14. To attend conferences of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies as a representative of the Council as required.
15. Carry out Risk Assessment of the Council's Activities.
16. To carry out any other duties as and when required.

03/02/17