

STANWIX RURAL PARISH COUNCIL

Job Description – Assistant Clerk

The Position is part-time, 20 hours per month. Hours are worked from home and are flexible throughout the month, although some commitment to provide cover during the Clerk's non-working days each week would be beneficial. Attendance may also be required at up to eleven evening meetings per year, normally held on the second Wednesday of the month in the Village Hall at Houghton, Crosby or Linstock, 7pm to 9pm (approximately). A laptop and printer will be supplied.

The Salary is based on the NALC national salary scales, starting SCP point 7 - £11.63 per hour, depending on qualifications and experience, and rising to SCP point 17 - £13.95 per hour. We offer a workplace pension and a generous annual leave policy in accordance with national local government entitlement (pro rata).

Overall Responsibilities

The Assistant Clerk will work under the direction of the Clerk but with a focus on the duties and responsibilities relating to the Council's financial affairs. The Assistant will also support the Clerk in delivering the proper administration of the Council and therefore a general knowledge of local Government procedures and administration is desired, along with good communication and IT skills.

The role will primarily involve financial administration therefore experience of using spreadsheets (e.g. Excel and Google Sheets) is essential. Experience relating to the updating of websites will be an advantage, as will management of project work.

The post holder may also provide cover for the Clerk for enquiries by telephone or email. Duties may also involve the typing up of minutes, letters, reports, and agendas. Knowledge of word processing software is therefore essential, along with the ability to set up and manage video communications/meetings.

The post holder should have their own means of transport, possess excellent interpersonal skills, and must be able to communicate effectively.

Training will be offered for the person in the role to become qualified in both local council and financial administration. An early start date is preferred.

Key Tasks

1. To assist the Parish Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed.
2. To assume responsibility for the Council's accurate financial record keeping, filing and administration.
3. To verify suppliers' invoices and prepare a schedule for recommendation for payment.
4. To monitor and reconcile the Council's bank accounts and prepare records for the Council.
5. To prepare and submit electronic banking payments for approval.
6. To prepare monthly VAT claim submissions.
7. To assist with the administration of the Council's grant scheme.
8. To update the asset register and asset inspection schedule.

9. To undertake visual play area safety inspections.
 10. To be involved in updating and develop all aspects of the Parish Council website and social media.
 11. To regularly attend Council meetings and provide cover for the Clerk, where necessary, including taking minutes.
 12. To assist in the administration of working groups and attend Finance/Risk Working Group meetings, either virtually or in-person.
 13. To assist the Parish Clerk with the preparation of the annual budget setting in preparation for precept setting.
 14. To assist with the annual audit requirements and administration.
 15. To assist with the annual insurance review and risk assessment
 16. To assist the Parish Clerk in preparing agendas for all meetings of the Parish Council.
 17. To support the Parish Clerk in the production of the minutes of Council meetings, in accordance with the Councils Standing Orders and assist in implementing recommendations and resolutions.
 18. To assist with correspondence and documents on behalf of the Council and, under the direction of the Parish Clerk, or if absent under the direction of a designated councillor, to deal with the correspondence or documents or bring such items to the attention of the Council.
 19. To provide absence cover for the Parish Clerk in respect of updating the Councils village notice boards with current information including putting up the monthly summons and agenda for Council meetings.
 20. To attend work related training courses or seminars as required by the Council.
 21. To undertake such other duties as may be required from time to time commensurate with the level of the post.
-