

PULBOROUGH PARISH COUNCIL

JOB DESCRIPTION DEPUTY CLERK TO THE COUNCIL

Overall Responsibilities

The Deputy Clerk to the Council will be the Deputy to the Proper Officer of the Council. As such, in the absence of the Clerk, The Deputy Clerk is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Deputy Clerk will assist the Clerk to the Council in the following functions :-

- i.) to ensure that the instructions of the Council in connection with its function as a Local Authority are carried out.
- ii.) to advise the Council on, and assist 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 for making effective decisions and to implement constructively all decisions.
- iii.) to maintain all financial records of the Council and liaise with the Responsible Financial Officer regarding the careful administration of its finances.
- iv.) To deal with enquiries and issues about village affairs, and report as appropriate to relevant authorities.

Specific Responsibilities

1. To assist the Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To assist the Clerk in ensuring that the Council's obligations for Risk Assessment are properly met.
4. In the absence of the Clerk, to prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval when required.
5. To service/attend Recreation & Open Spaces and Advisory Committee meetings and Planning & Services Committee meetings of the Council and to take and prepare Minutes for approval.
6. 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 Clerk/Council. To issue correspondence as a result of instructions of the Clerk, or the known policy of the Council.
7. 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 and to ensure payment is received.
8. 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 and to produce reports for circulation and discussion by the Council.
9. To act as the representative of the Council as required.

10. When necessary, to issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
11. To attend training courses or seminars on the work and role of the Deputy Clerk as required by the Council.
12. To deal with the administration and maintenance of the Council's Allotment site and plots.
13. To maintain the Council's databases and filing system.
14. To maintain and update the Council's social media presence (Facebook and Twitter) and website.
15. To deal with the administration and booking of the Council's multi-use sports facility (MSF).
16. To undertake any other tasks deemed necessary or appropriate to the role, as instructed by the Clerk.

CONDITIONS OF EMPLOYMENT

- Hours of Work:** 30 hours per week (to include evening meetings)
Usually 6 hours per day Monday to Friday mornings but must be flexible
Additional hours may be required on occasions to allow for outside duties and cover for the Clerk.
21 days (25 after 4 years' continuous service) + bank holidays + 2 statutory days
- Pay:** Single salary point within LC1 SCP13-17 per annum, depending on experience and qualifications (reviewed annually)
- Location:** The Village Hall (Pulborough Social Centre), Swan View, Lower Street

PERSON SPECIFICATION

- Efficient and well organised
- Good administrative skills
- Computer literate: proficient in Word, Excel and use of email/Internet
- Able to draft correspondence and process figures
- Able to work under pressure and on own initiative
- Friendly and diplomatic
- Resourceful and flexible
- Good local knowledge and current driving licence
- Knowledge of book-keeping
- Previous experience in local government would be an advantage