

# ST LEONARDS & ST IVES PARISH COUNCIL

## Assistant Clerk to the Parish Council

### Job Description

Outline of Duties and Responsibilities

Skills and Experience Required

#### Outline of Duties and Responsibilities

**Summary: The role of the Assistant Clerk is to assist the Clerk in the day to day running of the Parish Office, maintain the accounts system and to deal with residents in person, by email and by telephone.**

1. To assist the Clerk in their duties as directed.
2. To manage Parish Council correspondence and initiating correspondence as required and directed by the Clerk.
3. To maintain electronic and paper filing systems
4. To assist the Clerk in the non-technical inspection, management and maintenance of the Council's land, equipment, property, and buildings. Assisting with the weekly fire alarm tests, emergency light checks and playpark visual inspection.
5. Website: to maintain and update the Parish Council website.
6. Parish Office: to deal with enquiries from residents and councillors.
7. To keep the Members Handbook updated.
8. In the Clerk's absence and where requested by the Clerk:
  - a. To prepare agendas for meetings
  - b. Produce and distribute the agendas and minutes of meetings when attending in the Clerk's absence
  - c. To attend the meetings of the Council in the Clerks absence.
9. Finance:

Weekly:

  - a. Carry out the day-to-day inputting of information on to the accounts system software.
  - b. To submit payment requests to the Clerk on a regular basis. Checking against quotations/minute authorisations where required.

Monthly:

  - a. To compile monthly payment schedules in time for Full Council meetings
  - b. To compile monthly bank reconciliation sheets in time for Full Council meetings

Quarterly:

  - a. Produce quarterly budget Vs expenditure reports for full Council

- b. To compile and submit VAT returns

Annually:

- a. To assist the Clerk in preparing the annual budget and precept demand.
- b. To assist the Clerk with the preparation of the Annual Return and Statement of Accounts for submission to the Annual Audit and to attend on the External Auditor as required.

Audit:

- a. To prepare for the Internal auditor regularly throughout the year
- b. To assist the Clerk in preparing the AGAR for submission to Council

### Skills and Experience Required

	Essential	Desirable
Education	Numeracy GCSE C and above in Mathematics and English Language or similar. Excellent communication skills.	Computerised Accounts qualification.  Knowledge of Rialtas accounts package or similar
Work Experience	Double entry bookkeeping or bookkeeping experience. Reception skills. Working with the public.	Local Government Experience. Working with volunteers. PAYE, VAT
Skills and knowledge	Bookkeeping, Accounts knowledge. Computer literate with experience of Word, Outlook, and Excel spreadsheets Ability to travel around the parish area.	Minute taking. Report writing. Social media knowledge.
Personality Traits	Good interpersonal skills. Calm, polite and patient Ability to work on their own and to prioritise and plan. Self-motivated. Ability for flexible working hours	