



# Prestbury Parish Council

## Assistant Clerk – Job Description

<b>Job Title:</b>	<b>Assistant Clerk responsible to: Clerk/RFO</b>
<b>Working Hours:</b>	<b>10 hours a week (to be reviewed) worked flexibly to suit both the needs of the Council and the job holder. Some evenings (usually one or two a month) and occasional weekend required.</b>
<b>Salary Grade:</b>	<b>SCP 9 to 17 (£12.06 to £13.95 per hour), depending upon experience and relevant qualifications.</b>
<b>Location:</b>	<b>Predominantly working from home but some time spent in Prestbury will be essential.</b>

### **Brief summary:**

Principal responsibility for the post holder will be carrying out aspects of administrative work for the Council. The post holder must be prepared to work occasional evening and weekends. Full training to be provided by the Council. It is expected that, after induction and training, that the post-holder will require minimal supervision.

### **Specific Responsibilities:**

- 1) To carry out such duties as the Clerk shall delegate to further the Council's business, assisting him/her in:
  - a. Preparation and circulation of agendas and minutes including the supporting documents required.
  - b. Attendance at Council meetings and other meetings as and if required.
  - c. Following up actions from meetings in a timely manner.
  - d. Ensuring all the Council's obligations around risk assessment and statutory requirements are met.
  - e. Correspondence and general administration including ensuring hall hire required for meetings is arranged.
  - f. To be the secondary point of contact for telephone and email enquiries and to deal with enquiries and complaints in a timely manner.
  - g. Maintaining the council's financial systems including initiating required payments, obtaining quotes and tenders for the delivery of Council services and keeping the accounting systems up to date.
  - h. Representing the Council at outside meetings and functions if requested.
  - i. Maintaining the Council's website and social media.



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- j. The Council's news output through various other media.
  - k. Preparation and publication of notices and the management of notice boards.
  - l. Managing the Council's contractors.
  - m. Maintaining the Council's assets.
  - n. Research on behalf of the Council and supporting councillors to fulfil agreed projects.
  - o. Preparing of reports for the Council.
  - p. Event administration.
  - q. Any other tasks which are commensurate with the grade and appropriate to the role.
- 2)** To stand in for the Clerk in his/her absence taking on the temporary role of Proper Officer and/or RFO and, during such periods, to report directly to the council.