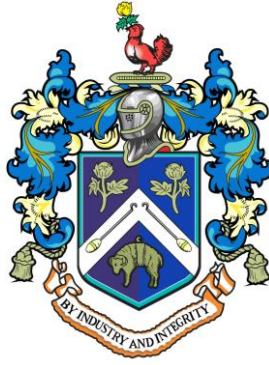




NELSON TOWN COUNCIL

JOB DESCRIPTION

POST TITLE:	Assistant Clerk
GRADE:	£11.45 per hour – New SCP 13 £22,021 per annum (Pro Rata) LC1 (New SCP 18-23) £24,313 - £26,999 on successful completion of the CILCA qualification Salary is within the National Association of Local Councils Scale
RESPONSIBLE TO:	Nelson Town Clerk
MAIN PURPOSE OF JOB:	<p>To manage and support all administration relating to the council's services and activities. This will include attending meetings, writing minutes, events management support, maintaining records, supporting the Town Clerk with day to day management of the Council and ensuring that all legal requirements are complied with. Attendance at evening meetings is required.</p> <p>The Town Clerk is also the Responsible Financial Officer who holds a statutory office appointed by the Council under s151 of the Local Government Act. The Assistant Clerk will be expected to support the Town Clerk in all financial related matters and ensure that financial control is maintained.</p> <p>The Assistant Clerk is responsible for acting as the Town Clerk and RFO in the absence of the Proper Officer</p>
STANDARD HOURS:	25 hours per week (Attendance at evening meetings required) 9:00 to 2:30 (including 30-minute lunch) – 5 days a week
SERVICE AREA:	Nelson Town Council Office



Nelson Town Council Assistant Clerk – Job Description

Overall Responsibilities

The Assistant Clerk to the Council will support the Clerk and in his/her absence act as the Clerk and the Proper Officer of the Council. The Assistant Clerk has 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 as required. The Assistant Clerk will also act as the Council's Responsible Financial Officer in the absence of the RFO and will hold a statutory office under s151 of the Local Government Act. In the event of any long-term absences, a separate job description and grading will apply subject to a resolution of the Personnel Committee.

The Assistant Clerk in the absence of the Clerk is expected 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. The Assistant Clerk will be responsible for servicing council committees in addition to other duties as required.

KEY DUTIES AND RESPONSIBILITIES:

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Town Councils rules, regulations and policies in force. This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed.

1. Office Administration

- To manage the provision of support services in connection with the day to day activities of the Town Council and the manning of the Council Office, providing support to visiting members of the public and town councillors where appropriate
- To deal with correspondence which includes opening post, drafting letters for review by the Clerk, responding to emails.
- To gain a working knowledge of all aspects of the Clerk's role and be able to provide cover for holidays, sickness and unforeseen circumstances.
- To undertake administrative tasks in connection with the day to day running of the office as required including photocopying and filing
- To manage the bookings for the Unity Centre to assist in revenue generation to support the upkeep of the facilities
- To maintain manual and computer based filing systems, which involves the creation and updating of files & the filing of all documentation.
- To assist the Town Clerk in the delivery of agreed communication strategies including the Council newsletter and to update the website and the Council's social media presence where required
- To assist in the formulation, planning and monitoring of policies and procedures.
- To act, in a professional manner as a representative of the Town Council and assist in providing a point of contact for customer enquiries and general admin duties.

2. Council Meetings and Services

- To assist the Town Clerk in ensuring that accurate agendas and reports are available for all meetings of the Council, its Committees and Working Groups.
- To take accurate and relevant minutes of meetings of the Council, its Committees and Working Groups. Some meetings take place in the evenings where TOIL can be agreed and taken at a later date agreed with the Town Clerk
- To service Council and committees as and when required and deal with the requirements of each Committee.
- To provide event management support to the Clerk for all Council events
- To assist in overseeing the management of the allotments in conjunction with the Allotments Central Society and provide a link to the committee for any actions if required
- To be responsible for the health and safety requirements for the Unity Centre and assist the caretakers to ensure that building compliance checks are carried out

3. Financial Responsibilities

- To assist the RFO to prepare and maintain detailed financial management systems for adherence throughout the Council and to ensure compliance with the Council's Financial regulations and co-operate fully with internal audits.
- To assist the RFO in ensuring that the RBS Omega computerised accounts and financial management system is maintained with up to date records of income and expenditure of the Council, retaining and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments once they have been authorised
- To assist the RFO with cash handling, banking any other financial related tasks.

4. Other Responsibilities

- Update the Council notice boards to ensure all details are accurate and posted in time for upcoming meetings
- To attend training courses as required by the Council.
- To comply with all relevant Council systems, policies and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems.
- To work in a flexible manner to meet the requirements and demands placed on the Council.
- Carry out other various administrative duties as required by the Clerk, or in their absence, the Chairman

Supervision and Guidance

The job is essentially self-supervising within the administrative workload, which is planned and arranged to coincide with the dates and cycle of meetings. Therefore priorities are set by the agenda and action required by the minutes of the meetings. There will be direct supervision on specific projects by the Clerk.

Special Conditions of the Job

The nature of the job means that it involves evening work. Due to the nature of the job the Assistant Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council.



NELSON TOWN COUNCIL

PERSON SPECIFICATION – ASSISTANT CLERK

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> Experience of dealing with the public. Experience of working in local government including committee administration. Experience of keeping financial records. 	X X	X
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, either orally, in writing or electronically and to present views positively. Possesses a high degree of literacy and numeracy. Possesses excellent organisational skills. Ability to use MS Word / Excel / Outlook and be generally computer literate to a good standard. Ability to develop relationships with people at all levels in the organisation. Ability to work efficiently and effectively under pressure and on own initiative. Experience in dealing with the public. Evidence of good team working. A flexible and adaptable individual. Ability to explain financial matters to non-financial personnel so that they understand their role in good financial control 	X X X X X X X X	
Knowledge / Qualification	<ul style="list-style-type: none"> Knowledge of all tiers of local government and their inter-relationship. Either holds ILCA (Introduction to Local Council Administration) or is willing to work towards obtaining ILCA. Either holds the CILCA (certificate in local council administration) or is willing to work towards it Knowledge of minutes and agendas Relevant accounting qualification or experience; willingness for continuing professional development. A recognised financial qualification (AAT or above) 	X X X X	X X X X X
Equal Opportunities	<ul style="list-style-type: none"> A knowledge, awareness and commitment to equal opportunities policies. 	X	
Other Requirements	<ul style="list-style-type: none"> Availability to attend evening meetings. Availability to attend meetings elsewhere in the parish during the day as required. Ability to maintain confidentiality. Ability to work with others as part of a team Ability to work flexibly. 	X X X X X	