



## Job Description: Assistant to the Clerk to the Council

### Overall Responsibilities

The Assistant to the Clerk provides administrative support to the Clerk and the Council in carrying out the Council's duties and instructions. The Assistant to the Clerk reports to the Clerk, who is their line manager.

### Background

This is a key role, working closely with the Clerk on various activities in support of the efficient operation of the Council, and enabling it to carry out its responsibilities. The overall objectives of the administrative team include:

- compliance with all statutory duties such as issuing all notifications required by law;
- ensuring that the decisions of the Council are carried out;
- advising on and helping to form Council policies;
- effectively managing Council resources;
- keeping proper financial records of the Council and administering its finances.

### Specific Responsibilities

- 1 Acting as deputy Proper Officer and deputy Responsible Financial Officer, and deputising for the Clerk in their absence.
- 2 Office administration, including managing phone calls, receiving and managing correspondence and documents, filing, and preparing correspondence.
- 3 Managing Fairground bookings; overseeing visiting contractors and managing keys; monitoring and managing the tennis courts and the tennis court booking system; managing cemetery bookings, memorials, and record keeping in line with legislation.
- 4 Managing the procurement process, including obtaining quotations against agreed specifications, preparing quotations for consideration by the relevant body, and preparing and issuing agreed purchase orders; processing payments, including processing and paying invoices as instructed, tracking payments made against purchase orders, and processing the payroll; maintaining the Asset Register.
- 5 Assisting the Clerk with meeting transparency requirements, preparing (in consultation with the Clerk and appropriate Councillors) agendas for meetings of the Council and Committees, attending certain such meetings, and preparing minutes for approval.
- 6 Assisting the Clerk with regard to social media and the Council's website.
- 7 Assisting with formatting and producing the Council's newsletter.
- 8 Assist in managing and progressing various community projects.

9 Such other duties as may be agreed with the Clerk from time to time.

**Training and professional development**

10 Attending training courses or seminars relevant to the role as agreed with the Clerk, including training to enable the postholder to act as deputy Proper Officer and deputy Responsible Financial Officer.