

Overall Responsibilities

The Assistant Clerk will be involved in all aspects of administrative work and provide support to the Town Clerk as directed. The role requires excellent communication skills, the ability to organise and prioritise workloads under pressure, an eye-for-detail and determination to achieve the Council's aims.

The post holder will be required to assist members of the public and visitors and deal with their enquiries in a professional and friendly manner. A high standard of word processing and spreadsheet formatting is required. A flexible approach to hours of work is required to meet the demands of the Council, particularly to attend evening meetings and to meet monthly deadlines. You will be supervised by the Town Clerk in keeping with the policies of the Council, and will deputise for the Town Clerk in their absence.

The main responsibilities will include:

1. To prepare correspondence, briefings and committee reports ready for presentation/signature by the Town Clerk.
2. To cover the office and functions of the Town Clerk to enable the Town Council to run smoothly in the absence of the Town Clerk.
3. To undertake all administrative duties, including photocopying, filing, and maintaining website updates.
4. Accurately maintain the Council's cemetery records in a timely fashion, and liaise with Funeral Directors, Stone Masons, relatives and the Council's Groundsman as necessary to ensure that all plot reservations, interments and memorial erections are managed professionally and with due care and attention.
5. Co-ordinate the Council's facilities bookings, including the Village Hall, MUGA and Sports Pitches and plan staff attendance where necessary. Advise the Town Clerk of arising issues.
6. Under the supervision of the Responsible Financial Officer maintain the Council's accounting records, ensuring regular attention to Debtor & Creditor Control, Bank Reconciliation and regular monitoring of cash and reserve balances. Prepare monthly reports as directed.
7. To deal with enquiries from members of the public either in person, by telephone or email and report highway and street lighting faults to the appropriate authority/contractor.
8. To liaise with and supervise other members of staff in the absence of the Town Clerk, and advise the Clerk of any issues arising.
9. To monitor and report on property maintenance issues, and obtain costings for the Town Clerk's/Council's consideration.
10. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
11. To attend meetings of the Council as delegated and prepare minutes for the Town Clerk's approval.
12. To act as a representative of the Council as required.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.