WINNERSH PARISH COUNCIL

JOB DESCRIPTION

Job Title: Assistant Parish Clerk (Part-Time 16 hours per week)

1) **Finance / Accounts**

- Issue invoices to regular and casual hirers in accordance with the Councils Financial Standing Orders.
- Process cheques and cash and ensure they are banked promptly.
- Produce a monthly schedule of payments for authorisation by Full Council.
- Carry out bank and petty cash reconciliation on a monthly basis.
- Produce quarterly accounts and reports for presentation to Finance & General Purposes Committee and Full Council.
- Assist the Clerk with the annual internal and external audits.

2) **Payroll**

- Manage the SAGE online payroll ensuring that hours worked, overtime payments and changes to individual details/circumstances are processed promptly.
- Maintain the annual leave, sickness and training records for all staff.

3) **Purchasing/supplies**

• In liaison with staff/caretakers purchase all equipment and supplies necessary for the effective running of the council's facilities and services.

4) **Committee administration**

- Attend and clerk the monthly Planning and Transport (P&T) Committee meetings.
- Set up the room to include IT equipment (laptop and projector).
- Produce the agenda and minutes of the meetings.
- Inform the Planning Authority of comments or objections made by P&T Committee.
- Provide support for the Annual Council Meeting and occasionally attend and clerk other council meetings as required.

5) Asset register

• Maintain the council's asset register.

6) **Policy documents**

• Review and maintain policy and procedure documents in accordance with Council decisions and legislation.

7) Deputise for the Parish Clerk and Community Engagement and Lettings Officer

• Carry out tasks that may reasonably be required including attending council meetings.

8) General Data Protection Regulations (GDPR)

• To review and keep personal data secure and ensure that where it is necessary to hold personal data that it is used, shared and stored in accordance with the GDPR.

9) **Carry out any other duties commensurate with the role.**

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PERSON SPECIFICATION

Job Title: Assistant Parish Clerk (Part-Time 16 hours per week)

Key Requirements		Desirable	Essential
Qualifications	 Good general education Certificate in Local Council Administration (CILCA) Accounting qualification 	√ √	✓
Experience and Knowledge	 Previous experience in a similar role Previous local government experience Experience of working in a public facing role Accounts including book keeping, cashbooks, sales and purchase ledger Accounting software - experience of using the Rialtas Suite of accounts and bookings software Planning procedures 	✓ ✓ ✓ ✓	✓
Key Skills	 Health & Safety Able to work in a small team or alone Able to work on own initiative and complete tasks without supervision Confidence in dealing with unexpected and difficult situations and people To assess situations and offer 	✓	✓ ✓ ✓ ✓
	 solutions Be computer literate and confident user of Word, Excel, Outlook and the Internet Have website and social media (including Facebook / Twitter) skills Excellent time management Methodical working approach with high levels of accuracy and attention to detail 	¥	✓ ✓ ✓
	 High level of administrative skills Good standard of written communication 		√ √

Personal Qualities	 Excellent face to face communication and telephone manner Well organised Flexible and able to multi-task A willingness to learn and take responsibility for own personal development Collaborative working style Pro-active and innovative approach 	
Other	 to work Willingness to work flexible and unsocial hours 	✓