

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.**

Personal Qualities	<ul style="list-style-type: none"> ▪ 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 to work 		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
Other	<ul style="list-style-type: none"> ▪ Willingness to work flexible and unsocial hours 		<p style="text-align: center;">✓</p>