

## ***Job Description***

### **ASSISTANT TOWN CLERK**

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required).

NJC scale: 29-32 - £33,486 - £36,371.

Responsible to: Town Clerk / Responsible Finance Officer.

Purpose of job: To assist the Town Clerk in ensuring that the Town Council is correctly run according to Local Government regulations and legislation and in liaison with the Town Clerk advise the Town Council and individual councillors on financial and legal matters in relation to subjects that are relevant to a Town Council function.

To assist the Town Clerk with Town Council duties and responsibilities on a day to day basis.

The Assistant Town Clerk will be a member of the Town Council Officers Management Team and will cover for all duties of the Town Clerk and represent them when absent from the office.

#### **Duties:**

1. To support the Town Clerk in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
2. Responsible for preparing Town Council, Committee and Sub Committee agendas and reports liaising with different departments, signed off by the Town Clerk.
3. To clerk meetings of the Town Council in the absence of the Town Clerk and be responsible for Clerking other meetings as directed by the Town Clerk.
4. To attend meetings as required by the Town Clerk.
5. Action all resolutions and recommendations from meetings in liaison with the Town Clerk.
6. Responsible for the day-to-day running and supervision of the Town Council Administration Department and staff training needs.

7. To work with the Town Clerk in overseeing the maintenance and inspections of Town Council assets including premises and open spaces and to be responsible for the above in the absence of the Town Clerk.
8. Responsible for running the payroll and accounts in the event of staff absence reporting to the Town Clerk.
9. To assist the Town Clerk with the general management of finance, budgets and audit.
10. Responsibility for all IT equipment, software and associated budgets regularly reviewing IT equipment and software needs and development.
11. To oversee the burial service for Churchtown Cemetery, maintain all burial records reporting to the Town Clerk.
12. To establish and maintain in good order all records and documents relating to the Town Council and comply with statutory requirements.
13. To oversee the design and updating of the Town Council website, social media and tourism/visitor information.
14. To assist in the preparation, collation and editing of content for newsletters.
15. To ensure that the Town Council's Asset Register and insurance cover is accurate and updated.
16. To assist with Mayoral and civic events as may be required.
17. To be responsible for Town Council budgets notifying the Town Clerk as Responsible Finance Officer of any significant financial issues or occurrences as may occur time to time.
18. To be responsible for Town Council records reporting to the Town Clerk.
19. To work with the Town Clerk and Members to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
20. To work with the Town Clerk to ensure effective management of health and safety.
21. To attend Town Council civic events in the absence of the Town Clerk as required.

22. To attend training courses or undertake continuous professional development as required by the Town Clerk and Town Council.
23. To identify areas where best practice, income generation and cost saving initiatives can be implemented.
24. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.
25. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.