



**CAM PARISH COUNCIL
JOB DESCRIPTION**

Post Title: DEPUTY CLERK

Responsible to: Clerk of the Council

Terms: TBN between 25- 37 hours per week

Overall Responsibilities:

The Deputy Clerk to the Council will assist the Parish Clerk/Proper Officer of the Council in carrying out all the functions and in particular serving or issuing all the notifications required by law of a Parish Council.

The Deputy Clerk will assist the Clerk in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Deputy Clerk is expected to assist the Clerk in advising the Council on, and in the formation of overall policies to be followed in respect of the Authority's activities and in particular to help produce all the information required for making effective decisions and to help the Clerk implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Deputy Clerk will assist the Responsible Financial Officer in maintaining all financial records of the Council and the careful administration of its finances.

The Deputy Clerk will deputise for the Clerk/Responsible Finance Officer in periods of their absence and assist the Clerk in the following duties

Specific Responsibilities:

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with the Clerk, agendas for meetings of the Council and Committees and to attend such meetings and prepare minutes for approval as requested by the Clerk. Specific responsibility for working parties & Committees will be agreed.
3. To attend any meetings of the Council and/or meetings of its committees/sub committees as directed by the Clerk if required.

4. To receive correspondence and documents on behalf of the Council and in dealing with the correspondence or documents or bring such items to the attention of the Clerk/Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
5. To study reports and other data on activities of the Council and on matters having bearing on those activities. Where appropriate, and under direction of the Clerk, to discuss such matters with specialists, and to produce reports for circulation and discussion by the Council.
6. To support the Clerk in the preparation and development of policies, strategies, and procedures and in monitoring the implemented policies and procedures of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
7. To act as the representative of the council if required.
8. To issue notices and preparing agendas and minutes for the Parish Meeting if required and to attend the assemblies of the Parish Meeting and to implement any actions made at the assemblies that are subsequently agreed by the Council.
9. To oversee the update and maintenance of the Council's website and IT equipment, and for the preparation, collation, and editing of publicity material and social media.
10. To attend training courses or seminars as directed by the Clerk and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the council as expected of a Deputy Clerk.
11. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for the effectiveness in the position of Deputy Clerk to the Council.
12. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. To be a member of your professional body The Society of Local Council Clerks.
13. To attend any conferences/seminars of the National Association of Local Councils, Society of Local Council Clerks and /or other relevant bodies, as a representative of the Council.

Financial

14. To assist the Clerk to prepare, monitor and balance the Council's accounts for monthly reconciliation, ensuring that all income is invoiced and received promptly. Ensure all budget and relevant documentation if available for committee meetings.
15. To prepare VAT returns and complete online submissions to HMRC quarterly. To advise the Clerk/RFO on VAT issues arising.

16. Under the direction of the Clerk, to ensure timely preparation of estimates and budgets for precept setting.
17. To manage and maintain the asset register appropriately.
18. To assist with the procurement of goods and services and management of contracts as per the Financial Regulations.
19. To ensure the Council's Health and Safety and risk assessment obligations are properly met, maintaining appropriate skills and certification in accordance with current legislation.
20. To undertake additional duties as required, commensurate with the level of the role.