**Job Description**

**Deputy Parish Clerk**

**Hours:** 15 per week office plus 3 hours for evening meetings when required to deputise for the Parish Clerk.

**Reports to:** Parish Clerk

**Work place:** Usually Chapel St Leonards Parish Council’s Offices but will be expected to take letters for posting and occasionally visit other Council premises or locations outside of Chapel St Leonards.

**Main Purpose:** To be responsible to the Parish Clerk for day to day office management and administration. To attend meetings and to deputise in the absence of the Parish Clerk.

**Main Activities** (this is not intended to be an exhaustive list but is indicative of the type and level of duties that the post holder will be expected to undertake):

1. To deputise for the Parish Clerk.

2. To work closely with the Parish Clerk to ensure that all aspects of Council administration is done efficiently and effectively and supports the agreed aims and objectives of the Council.

3. Administer and handle cash and cheques and prepare banking arrangements under the direction of the Parish Clerk.

4. Administer and maintain the day to day maintenance of the Council’s burial

Records under the management of the Parish Clerk.

5. To attend and minute Council and Committee meetings and clearing and securing rooms and the building after meetings, as required.

6. To answer enquiries whether by telephone, in person, email or writing, maintaining a courteous, professional and helpful manner at all times.

7. To administer the bookings for burials in the cemetery including allocation of

grave spaces and agreeing arrangements with Cemetery Team and Funeral

Directors.

8 . To administer the Councils permits and licenses.

9. To administer the ICT systems in conjunction with the Parish Clerk including backups and data security.

10. To prepare costings, quotations, estimates, orders, invoices, statistics reports as required by the Parish Clerk.

11. To administer the preparation of meeting agendas and associated papers and reports, including but not limited to printing, collation, enveloping, and electronic dispatch, overseeing the input from other staff as necessary.

12. To support Councillors by answering enquiries, providing information, guidance and acting as a sign post to appropriate bodies/organisations.

13. To assist with the maintenance of the registers of Councillors interests and meeting attendance, updating apologies and arranging substitutes as required.

14. To administer the Council’s website and social media as required by the Parish Clerk.

15. To maintain a checklist of Council decisions and actions

19. Assist in the preparation of payroll and associated Tax, NI and Pension contributions.

20. To deliver Council projects or tasks as decided by the Parish Clerk.

21. Other duties commensurate with the post as required from time to time by the Parish Clerk.

**All employees will ensure that they;**

 Take care of their own safety and that of others.

 Comply with all policy, procedures and instructions.

 Maintain confidentiality.

 Operate with a high level of customer care.

 Undergo any training or instruction to enable them to work competently and safely.

 Do not do anything that is likely to bring the Council into disrepute or will place themselves in conflict with Council Policy and Procedures.

 Have a flexible approach to ensure the office is covered and deadlines are met.

**Person Specification for Deputy Parish Clerk**

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| **Heading** | **Essential** | **Desirable** |
| Experience | * Experience of working in an administrative and finance setting * Experienced in use of ICT, especially Windows packages, Word and Excel * Experienced PC user, including use of email applications * Experienced internet user * Experience of answering enquiries and dealing with customers including written, telephone and electronic. * Experience of working as part of a team |  |
| Skills | * CiLCA Qualified or prepared to obtain this within 24 months (assistance provided) * Effective communication * Able to work effectively as part of a team * Able to understand and communicate complex concepts and information. * Able to accurately record meeting minutes. * Problem solving initiative * Good levels of Literacy and Numeracy and ability to maintain records. * Aptitude for finance/book keeping * Aptitude for ICT. * Good knowledge of ICT (e.g. installing software, problem solving) * Sound time management and organisation skills * Ability to prioritise effectively, work accurately under pressure and meet deadlines * Ability to follow administrative procedures, understand and follow instructions and improve these where possible * Ability to deal with confidential and sensitive issues with tact and discretion * Experience of dealing with members of the public * Good communication skills both written and oral * Confidence and a mature manner * Conscientious, motivated and flexible accuracy and attention to detail * Understanding of and commitment to the requirements of a Local Council | * High levels of ICT knowledge including problem solving in a small office environment. * Knowledge of HR |
| Qualities | * Responsible, reliable,   dependable and trustworthy   Confident in own ability and knowledge.   Smart and presentable when required (e.g.  meetings or when seeing customers)   Flexible to the demands of the job including the willingness to work evenings when required or to cover absence.   Self-motivated and energised.   Sympathetic to others and able to behave sensitively.   Willingness to learn and undertake training   Treats everyone fairly and in a non-discriminatory way. | * Driving License |