

CHANDLER'S FORD PARISH COUNCIL

JOB DESCRIPTION – ASSISTANT CLERK TO THE COUNCIL



Overall Responsibilities:

The Assistant Clerk supports the Parish Clerk to carry out the functions of the Parish Council to secure its aim and objectives. This includes supporting the Clerk to produce information required for making decisions, assisting to implement decisions, working with other organisations and principle authorities to ensure that the needs of the parish are being adequately met, ensuring the smooth administrative running of the office and acting as an initial point of access for enquiries. The Assistant Clerk will report directly to the Clerk. The duties of the Assistant Clerk shall include but not be limited to:

1. To undertake any routine administrative/clerical task as may be reasonably required in support of the Clerk and in furtherance of parish council business. To assist the Parish Clerk during the Parish Office opening hours.
2. To work in close harmony with other managers of CFPC.
3. To attend and minute all meetings of the Council and provide cover for meetings of its committees and adhoc working parties where requested (usually held on the first and third Monday evening of each month).
4. To maintain the councils bookkeeping entering transactions on SAGE/other packages.
5. Liaising with the Clerk and appropriate Chairperson in preparing agendas and helping to ensure these are sent out on time with the necessary supporting papers.
6. Respond to queries, complaints and requests for information from members of the public both in person, telephone calls and emails. Provide timely reports to the Clerk and Council of actions taken.
7. Provide administration for the planning committee forwarding all planning applications to the Planning & Highways Committee, downloading plans, updating the planning authority of the agree comments of the Committee and supporting other matters relating to the operation of this Committee.
8. To assist with the administration of the Parish allotments; tenancy renewals, re-letting of plots and to deal with queries.
9. To assist with the updating of the Parish Council noticeboards, website and social media used by the Parish Council in liaison with the Clerk. To update the minutes file held in the Parish Office.
10. To undertake research for the presentation of reports and supporting information where required for Council members in liaison with the Clerk.

11. To assist with the organisation and administration support for Parish events, in particular the Annual Parish Meeting, Funtasia Community event and Carols etc.
12. To assist with the production of the Parish Newsletter.
13. To update the actions list from any Full Council or Committee Meetings.
14. To issue correspondence as requested.
15. To stand in for the Clerk in the event of their planned or unplanned absences.
16. To attend training courses or seminars to enhance the work and role of Assistant Clerk. The post holder will be expected to undertake and pass the course, Introduction to Local Council Administration as soon as possible after commencing employment and to progress to obtaining the CiLCA qualification as soon as is practicable. If not already achieved
17. Any other tasks identified by the Clerk or Council.

Person Specification

- Efficient Office Administrator with good computer and people skills, familiar with Microsoft Word, Excel and other office applications
- An accurate record-keeper will to adapt to a variety of work requirements
- Well-organised and able to meet deadlines
- Experienced in the use of Email and Website updating (although training can be given)
- Proficiency in Book-keeping desirable with experience of Sage or similar accounting packages
- A good communicator with confidence in dealing with members of the public