

## **JOB DESCRIPTION**

### **ASSISTANT TOWN CLERK**

**Job Title:** Assistant Town Clerk

**Hours of Work:** 20 hours per week, Monday to Friday 09:00-13:00 (occasional evening and weekend hours may be required for meetings and special events).

**Salary:** (NJC SCP 13-19) £28,163 - £31,067 per annum (pro rata)

**Responsible to:** The Town Clerk & Responsible Finance Officer (RFO)

**Responsible for:** Allotments, Bookings, Burials, Payroll and Administration

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**Summary of the Role:** Support the Town Clerk and RFO in the effective management and administration of the Council's statutory functions and financial responsibilities, ensuring the continuity of Council operations.

Take responsibility for key operational areas, including the management of allotments, hall bookings, cemetery and burial services, and the administration of salaries and payroll, to guarantee the provision of these services.

The role requires flexibility and the ability to adapt to varying responsibilities. It is essential to maintain confidentiality and professionalism in all tasks.

#### **Duties and Responsibilities.**

##### **General Administrative Support:**

1. Provide general clerical and administrative assistance to the Town Clerk and RFO, including managing orders, preparing and distributing agendas and minutes, and maintaining office supplies (stationery, janitorial items).
2. Coordinate meetings, prepare correspondence, and maintain filing systems, both physical and electronic
3. Ensure the efficient operation of the Town Clerk's office by reviewing and improving systems, processes, and procedures for best practice.
4. Deal with enquiries from members of public, including allotments, hall hire and burials.
5. Assist with the organisation and delivery of public, community and civic events.
6. Attend training courses relevant to the role, as required by the Council.
7. Undertake other duties, tasks and projects as required by the Town Clerk, commensurate with the level of the post and to provide cover for other staff as necessary.
8. Familiarise yourself with key Council documents and policies relating to, Health and Safety at Work, Standing Orders and Financial Regulations, Equality and Diversity, Data Protection and GDPR.

**Financial Administration:**

9. Process payments and issue receipts, ensuring accurate financial records.
10. Prepare BACS and cheque payments.
11. Reconcile payments, complete remittance logs, and deposit funds into appropriate accounts.
12. Assist in maintaining cashbook, purchase ledgers, and sales ledgers.
13. Process salary payments in line with PAYE, National Insurance, and pension regulations.
14. Support the RFO with the annual internal audit process.
15. Maintain holiday and absence records and personnel files.
16. Issue invoices for community building rentals, external contracts, leased land, and garage sites.
17. Manage rent collections and tenancy agreements for Council facilities (e.g., garages, allotments, and markets).

**Cemetery and Burial Services:**

18. Action interment requests from funeral directors.
19. Coordinate the installation of memorial stones.
20. Issue interment orders to Council staff.
21. Handle requests for the Transfer of Exclusive Right of Burial Deeds.
22. Issue invoices to funeral directors, stone masons, and individuals for cemetery services.
23. Maintain cemetery-related records and handle inquiries regarding burial services.

**Allotments Management:**

24. Maintain allotment registers and waiting lists, addressing related inquiries.
25. Oversee rent collection and issue annual tenancy agreements.
26. Coordinate requests for maintenance work with the Council workforce.

**Bookings and Scheduling:**

27. Manage booking schedules for all Council facilities, maintaining diaries and coordinating with users.
28. Communicate with caretakers to ensure accurate booking details and handle special requirements.
29. Issue invoices for facility rentals and follow up on outstanding payments.

## PERSON SPECIFICATION - ASSISTANT TOWN CLERK

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Educated to A-level or equivalent as a minimum.</li> <li>• Excellent IT skills including Microsoft Office package and social media.</li> <li>• Experience of finance accounting software systems.</li> <li>• At least two-years' experience in administrative roles, preferably in local government or a similar setting</li> <li>• Experience of working to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in local government.</li> <li>• iLCA or CiLCA qualified, or a willingness to work towards.</li> <li>• Relevant professional qualification i.e. AAT or ACCA.</li> <li>• Experience of Local Council financial procedures.</li> <li>• Knowledge of Sage Payroll and Rialtas finance system.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, verbal and written across a range of media and to include peers, Councillors, volunteers and staff.</li> <li>• Knowledge of GDPR and Data Protection; ability to handle sensitive information with discretion and maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the statutory duties of a Local Councils.</li> <li>• Understanding of the procedures, roles, duties and responsibilities of the Town Council and Councillors.</li> <li>• Understanding of Health &amp; Safety.</li> <li>• Knowledge or experience of working in cemeteries (Local Authorities Cemetery Order 1977).</li> <li>• Knowledge or experience of the management of allotment sites.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with Council members, staff and a range of stakeholders.</li> <li>• Strong organisational skills, able to prioritise own work across a variety of disciplines to meet the Council's aims, objectives and deadlines.</li> <li>• Flexible and able to respond to changing priorities and demands.</li> <li>• Attention to detail and a high level of accuracy in work.</li> <li>• Ability to work effectively both independently and as part of a team.</li> <li>• Able to deal with unexpected situations, demonstrating creative thinking, flexibility and positive action.</li> <li>• Able to deal with challenging behaviour and remain impartial.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Proactive and self-motivated with a willingness to learn and adapt.</li> <li>• Committed to continuous development.</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving licence and own transport and willing to travel within the Town if required.</li> </ul>