



GREAT MISSENDEN PARISH COUNCIL

JOB DESCRIPTION – DEPUTY CLERK TO THE COUNCIL

Overall Responsibilities

The Deputy Clerk will support the Parish Clerk and Responsible Financial Officer in carrying out the day to day work of the Parish Council, including servicing some committee meetings and dealing with enquiries, and will be expected to take responsibility and deputise for the Parish Clerk during periods of absence.

Hours of work, to be arranged with the Clerk, will include the periods the Parish Office is open to the public and some evening meetings.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Deputy Clerk, and Clerk, are expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to 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.

Whilst the Clerk will also be the Responsible Financial Officer and responsible for all financial records of the Council, both the Clerk and Deputy Clerk will be responsible for the careful administration of its finances in accordance with the Council's Financial Regulations.

The Deputy Clerk's responsibilities mirror those of the Clerk outlined, in general, under the specific responsibilities listed below and, in particular, where mentioned.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. Manage the Parish Office, deal with visitors, phone and email enquiries
3. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT other than where such duties have been delegated to another Officer.

4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. To prepare, in consultation with appropriate members, agendas and back up papers for meetings of the Council and Committees.
6. To attend all meetings of the Council and all meetings of its committees and sub-committees and prepare minutes for approval.
7. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
8. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
9. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
10. To compose the Council's responses to Consultations on many diverse topics for approval at Council. This will involve detailed research at times.
11. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. The Deputy Clerk will support the payment of salaries and conditions of employment in the absence of the Clerk.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. To issue notices and prepare agendas and minutes for the Parish Meeting, to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
16. To prepare, in consultation with the Chair, press releases and articles about the activities of, or decisions of, the Council.

17. To attend training courses or seminars on the work and role of the Clerk/Deputy Clerk as required by the Council.
18. To work towards the achievement of the status of Qualified Clerk (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of The Society of Local Council Clerks.
20. To assist with maintaining the records of burials and interments in Great Missenden Lawn Cemetery and to liaise with funeral directors and account to Bucks Council for all fees paid.
21. To manage the Council's Allotments, Open Spaces, play areas, speed monitoring equipment and any other activities for which the Council is responsible.
22. To prepare the Council's comments on planning applications for report to the Local Planning Authority. The Deputy Clerk in particular will lead the Council's comments on planning applications, Council's planning meetings, reports to the Local Authority and Council's subsequent involvement with the Local Authority's planning process.
23. To keep Standing Orders and Financial regulations under constant review
24. To keep the office clean and dispose of rubbish.
25. To maintain the Council's website, writing and uploading articles and minutes as agreed by the Council.

Personal Skills / Qualifications

The primary skills required are a high standard of literacy and numeracy together with well-developed IT skills to cover at an absolute minimum Word, Excel, PowerPoint and Publisher. Experience of WordPress and social media applications is also required. Ability to multi-task and effectively organise and prioritise are also essential skills. Tact, diplomacy and patience are often required to deal with queries and enquiries either by telephone, in writing or face to face. A confident and mature manner is essential together with an ability to work on one's own initiative.

Previous administrative or management experience is essential perhaps with a legal or financial bias. Experience of budget preparation and monitoring, book keeping and cash flow forecasting is essential. A background in local government would also be desirable. Experience of preparing agendas and minute preparation is essential.

The standard of education required is to GCSE level as a minimum but preferably to 'A' level. It would be desirable to hold CiLCA or an equivalent qualification or be willing to study and achieve this qualification.

Flexibility is essential as there is some evening work – currently there are two evening meetings per month which the clerk/deputy clerk is required to attend. It is also essential to be able to drive and be a car owner.