



# GORING-ON-THAMES PARISH COUNCIL

**Job Title:** Assistant Clerk

**Job Purpose:** To provide support to the Parish Clerk / Responsible Financial Officer

**Responsible to:** Parish Clerk

## **Principal Duties and Responsibilities:**

1. To work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council as needed to execute the duties of the role.
2. To work in accordance with the Council's health and safety policy and to seek to ensure that its obligations for Risk Assessment are met.

## **To assist the Parish Clerk:**

1. To seek to ensure that statutory and other provisions governing or affecting the running of the Council are observed, including advising the Council as to the requirements of existing and new legislation.
2. To assist the Clerk, in cooperation with the finance committee, preparation of estimates of income and expenditure for each coming financial year. These estimates form the basis for the annual budget (when approved by the Council), and the basis for the precept to be submitted to the District Council.
3. To seek to ensure that the Council properly discharges its obligations regarding health & safety and risk assessments.
4. To seek to ensure that the Council's obligations in respect of insurance are properly met.
5. To attend meetings of the Council or Committees as required and prepare minutes for approval.
6. 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 the known policy of the Council.
7. To manage the ordering of goods and services supplied to the Council and seek to ensure they are properly paid for. To issue invoices for goods and services supplied by the council and ensure proper payment is received.
8. 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 to and discussion by the Council.
9. To draw up both on his or 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.

10. To supervise any members of staff as their line manager in keeping with the policies of the council and to undertake all necessary activities in connection with the conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to seek to ensure they are achieving the desired result and, where appropriate, suggest modifications.
12. To prepare and issue notices, agendas and minutes for the parish meeting (an annual event): if required, to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the Council. To prepare and issue notices, agendas and minutes for meetings of the council with focus on the Planning, Communications and the Traffic Management, Parking & Pedestrian Safety Committees
13. To manage the Council's website, ensuring that its content is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection, and to seek to ensure that it remains technically suitable to the needs of the Council.
14. To manage the Council's burial ground.
15. To prepare, in accordance with the appropriate rules agreed by the council, news releases about the activities and decisions of the Council and to respond to media enquiries in accordance with the same rules.
16. To comply with the Freedom of Information and Data Protection Acts.
17. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the Council, including attendance at training courses and seminars on the work and role of the Clerk/Assistant Clerk, as required by the Council.

**Other duties:**

To undertake additional duties as required, commensurate with the level of responsibility of the post.

**Note:**

This job description outlines the main duties and responsibilities of the position of Assistant Clerk at the date written. It is prepared for the benefit of both the post holder and the Council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on in response to the changing needs of the Parish Council. Some of these duties may be executed by other employees of the Council.