Job Description – Assistant to the Town Clerk

The main duties can be summarised as supporting the Town Clerk to:

- Ensure that the Council conducts its business lawfully
- Administer the Council's paperwork
- Ensure that meeting papers are properly prepared and the public is aware of meeting times
- Organise and manage the implementation of projects
- Keep proper registers and other local documents

Specific Responsibilities

General

To ensure that statutory and other provisions governing or affecting the running of the Council are observed and keep up to date with changes in legislation

To produce information required for making effective decisions and to implement constructively all decisions

Receive general correspondence and documents on behalf of the Council and to bring them to the attention of the Council in a timely manner; and to issue correspondence as a result of instructions of the Town Clerk/Council or the known policy of the Council

Manage the provision of the Council's services, in particular with regard to the allotments, street lighting and the cemetery

Collaborate with Council staff to ensure that the Council's obligations for Risk Assessment and Health and Safety are properly met

Act as the representative of the Council as required

Complete all work in a timely manner with assistance as necessary and within budget or report promptly to the Town Clerk if such work cannot be completed as requested.

Financial

Receive and report on invoices for goods and services to be paid for by the Council and to ensure that such accounts are paid where presented to the Council correctly; and to issue invoices on behalf of the Council for goods and services and to ensure that payment is received

Arrange payments for staff salaries and Councillors’ allowance in a timely manner

Personal

Keep up to date by training/qualification

Attend training courses or seminars as required by the Council

Other

Undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.