

TWYFORD PARISH COUNCIL
ASSISTANT CLERK - JOB DESCRIPTION

Overall Purpose of Role

To assist the Clerk of the Council in carrying out the work of the parish council, especially administrative, clerical and secretarial duties

To use own initiative to carry out the specific responsibilities below, with minimal supervision.

This post holder is accountable to the Clerk of the Parish Council.

Main Duties of the Post

1. Administration

- 1.1. Work with the Clerk one morning a week to assist with following:
- 1.2. Deputising for the Parish Clerk when away from the office, including attending Committee meeting and taking minutes.
- 1.3. Providing the Clerk with a general office support function
- 1.4. Undertaking any other duties that may, from time to time, be reasonably required
- 1.5. Assisting with the administration of the Council
- 1.6. To assist with keeping the Parish Council website and information system up to date.

2. Sports bookings

- 2.1. Be the initial point of contact with regards to booking enquiries of sports facilities
- 2.2. Carry out all administrative tasks in relating to the booking of sports pitches and pavilion
- 2.3. Liaise with the grounds staff on these bookings and maintain a 12-month computerised diary
- 2.4. Invoice all pitch and pavilion bookings monthly and others as required using account system

3. Accounts

- 3.1. Assist with the preparation of accounts and financial matters
- 3.2. To assist the RFO maintain the sales ledger and purchase ledger into accounts system
- 3.3. To prepare the monthly accounts for payment list for the Parish Council approval

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ASSISTANT PARISH CLERK - PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL	DESIRABLE
Able to work on own initiative and monitor their deliverance	Able to demonstrate past success.	Previous experience of lone working from home
To have good organisational skills and ability to plan, organise and prioritise work for self to achieve specific goals.	Able to demonstrate past success. .	Previous experience
Excellent written and verbal communication and interpersonal skills	Experience of working with the general public/service users with a range of needs	
Able to identify tasks for completion and schedule these into a programme of work that makes best use of time & resources, liaising with grounds and caretaking staff and users of facilities.	Previous experience, methodical & organisational skills. Interpersonal skills. Understanding of nature of business.	
Good pro-active office management skills	Able to demonstrate past success	Previous local government experience
Experience of minute taking at meetings	Able to demonstrate understanding of Committee processes	Previous experience of minutes for local government meetings.
TECHNICAL		
Use of Microsoft office	Demonstrate knowledge and previous experience	Formal qualification
Use of accounting system	Demonstrate knowledge and previous experience	Formal qualification
Ability to update websites / mailing list	Demonstrate knowledge and previous experience	Experience of using the E-mango platform / mail chimp
OTHER WORK RELATED REQUIREMENTS	ESSENTIAL	DESIRABLE
Must have enthusiasm, drive and commitment and a flexible attitude	Demonstrate previous success	
Willingness to undertake routine tasks e.g. filing	Demonstrate previous success	
Evidence of capacity for learning and applying new skills quickly	Demonstrate previous success	Demonstrate continued professional learning
Ability to work from home and manage communications regularly	Demonstrate previous success	