



Deputy Town Clerk

Job description

JOB TITLE	DEPUTY TOWN CLERK
RESPONSIBLE TO	Town Clerk
CONTRACT	Permanent; full time (37 hours per week)
SALARY	SCP 25 to 29 (36,267 to £39,749 pro rota)
ACCOUNTABLE TO	Church Stretton Town Council
LOCATION	Church Stretton Town Council offices
OVERALL RESPONSIBILITIES – DEPUTY TOWN CLERK	<ul style="list-style-type: none"> • To assist, support and deputise for the Town Clerk in all aspects of the day-to-day management and operation of Council services and resources as delegated by the Town Clerk. • To assist income generation for the Town Council, identifying and scoping potential new income streams and grant funding opportunities to support the Council's services and priorities. • Lead on financial administration for the day-to-day business of the Council, supporting the Town Clerk with budgetary monitoring. • To assist the Council and Town Clerk in managing services, events and projects which the Town Council prioritises, working closely with the Town Clerk to ensure that these services are run efficiently and contribute to a positive business model for the Council.

Main Duties to include:

- To support the Town Clerk in ensuring the smooth running of the Town Council administration and operational services.
- To support the Town Clerk in ensuring the Council meet the Town Council's statutory requirements and obligations.
- To maintain the Council's finances on a day-to-day basis and carry out monthly reconciliations of payment and receipts against the Council's bank statement.
- To maintain, review and analyse the Council's finance functions including, but not exclusive to, invoices, BACS, investments, VAT, Petty Cash, assets, etc.

- To prepare reports and information for the Committees and Full Council where delated to do so.
- To prepare agendas, reports and associated documents for several committee meetings and produce accurate draft minutes where required to do so.
- To take appropriate actions to implement Council resolutions.
- To maintain and develop positive relationship with community partners, community groups and members of the public.

Financial Management:

- To efficiently manage and monitor the Council's finance, in conjunction with the Town Clerk advising the Council on a financial strategy.
- To use the Town Council's electronic finance system - Rialtas.
- To produce the year end accounts and supporting statements for audit.
- To assist the Town Clerk to the Council to provide all information for the internal auditor.
- To assist the Town Clerk to the Council, to complete the Annual Return for the external auditors and make available all papers for the public as legally required. Publish notices as legally required.
- To assist in processing of invoices and making payments and bank transfers with the Town Clerk.
- To maintain all financial records properly and in accordance with financial regulations.
- Reclaiming of VAT

Administrative Support for Committee(s)

- Provide administration support for several Committee(s) to include:
 1. Setting meeting dates.
 2. Preparing and circulating agendas and associated papers in line with required deadline.
 3. Taking accurate minutes.
 4. Delivery of resolutions and actions agreed by the Town Council.
 5. To respond to correspondence where management input is required during meetings.

Other Duties

- Manage and coordinate duties of other council staff when required.
- Carry out all duties and tasks in accordance with the Town Council's adopted policies and procedures.
- Assist managing projects and pieces of work on behalf of the Town Council, reporting at regular intervals, monitoring progress and taking action where necessary.
- Liaise with Town Councillors and Shropshire Councillors.

- Liaise with other organisations and authorities, as necessary.
- Support the management of some Town Council's Events and functions.
- Help maintain the Town Council's website and social media requirements.
- Commitment to personal development and attending training.
- The duties and responsibilities for this role may vary from time to time without changing the general character of role or the level of responsibility entailed.
- To perform tasks, other duties and responsibilities as directed by the Town Clerk.

Conditions of Service

- a. The conditions of service are those laid down by Church Stretton Town Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.
- b. The post is based at Church Stretton Town Council Offices, 60 High Street, Church Stretton, Shropshire, SY6 6BY.
- c. This post is subject to the following:
 - The post is permanent, full time for 37 hours per week
 - Normal office hours are 9:00am - 5:30pm Monday - Thursday and 9:00am - 5:00pm Friday with a lunch break of 30 minutes. Core hours are 10.00am - 4.00pm. Occasional evening and weekend work may be required.
- d. This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.
- e. Annual leave entitlement is 25 days plus bank holidays.
- f. The appointment is subject to three months' notice in writing on either side.
- g. The appointment is subject to three months' satisfactory probationary service during which time the notice period will be two weeks on either side.
- h. Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.
- i. It is preferable of your appointment that you hold a current driving licence and will provide a suitable vehicle for the performance of your duties, and that this is readily available for use during normal working hours.