

HP HC HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Job Description: Deputy Clerk

Contracted Hours: 37 per week

Accountable to: Clerk to the Council

Spinal Column Point: Spinal Column Point 18 (£31,537 p.a.) rising one point annually, subject to satisfactory performance, until a maximum of Spinal Column Point 25 (£36,363 p.a.) is reached.

Overall Responsibilities

The Deputy Clerk will carry out a range of duties related to all activities and functions of the Council at the direction and under the supervision of the Clerk to the Council.

To support the Clerk to the Council in the preparation of reports to enable councillors to make informed decisions and to attend meetings of the council and its committees as required.

To deputise for the Clerk to the Council in the event of absence, showing a supervision role of all staff in this time. To cover for any other staff as appropriate.

To be responsible for the management and control of financial systems, collection and banking of all monies due to the Council and the prompt payment of all bills and accounts for goods and services supplied to the Council or any authorised employee or agent.

To be familiar with and undertake, at the direction and under the supervision of the Clerk of the Council, duties normally carried out by other administrative staff during their temporary absence from work due to holidays, sickness or for any other approved reasons.

To demonstrate a commitment to the Council's Officer / Councillor Protocol.

Specific Responsibilities

Council and Committee Support

- To arrange, support and attend meetings of the Council, its committees and working groups and such other meetings as may be required and directed by the Clerk of the Council. These may be outside of normal working hours.

- To assist the Clerk of the Council in identifying items for inclusion in agendas. To collect information, write reports and briefing notes for meetings of the Council and its committees and working groups.
- To provide specific financial reports for full council, committees and working groups.
- To respond to queries of councillors in a polite manner.

Financial

- To check all invoices received against purchase orders and authorised expenditure before passing to the Clerk and signatories for approval.
- To input all receipts and invoices into the Council's computerised accounting system against the appropriate cost codes, reporting to the Clerk to the Council any budgetary concerns.
- To regularly reconcile all bank accounts and present reconciliations to the Clerk to the Council.
- To maintain and keep up to date the Council's computerised accounting systems and to regularly reconcile all bank accounts, monitor account balances and advise the Clerk of the Council and RFO of any over drawings, charges or commission payments.
- To bank all monies due to the Council intact. To obtain petty cash, floats and change levels for appropriate departments of the Council.
- To prepare quarterly VAT returns to HMRC on a timely basis and report to Clerk to the Council for submission.
- To monitor income and expenditure against the approved budget and prepare regular reports, raising any matters of concern to the Clerk to the Council.
- To assist in the preparation of the final accounts of the Council and statutory financial returns.
- To assist with the preparation of draft estimates, budgets and precepts.
- To raise invoices for regular hirers of the Council's facilities, record payments and issue late payment notices when necessary.
- To ensure all payments are received for one off hires, prior to the hire commencing.
- To raise invoices for allotment holders, record payments and issue late payment notices when necessary.

- To liaise with the Council's external and internal auditors and provide information and support as required.
- Prepare payroll, to be checked by the Clerk
- Set up all payments

Documentation Control and Compliance

- To prepare, maintain and update documents as required under the supervision of the Clerk of the Council to include:
 - The Register of Council Assets
 - Postage records
- To identify and maintain insurance arrangements and documents as required, passing to Clerk to the Council for sign off
- To regularly review data held by the council for compliance with GDPR, reporting any concerns to the Clerk to the Council.

Administration

- To politely answer queries of parishioners, either as written correspondence or via the telephone or face to face.
- To be familiar with the administrative duties of other members of staff and cover their roles in times of holiday, sickness or other absences.

Deputising and Management

- To deputise for the Clerk to the Council in periods of absence, such as holidays, courses and sickness. To report back to the Clerk to the Council of any matters arising during absence.
- To be able to supervise staff during periods of deputising
- To act as line manager to office administration staff, reporting to the Clerk

Skills, Training and Other Duties

- To attend training courses as determined by the Council

- To attend events associated with the Council, to be a representative of the council or to help facilitate projects on time.
- To ensure holiday cover is arranged for the café
- To have an understanding of food safety and compliance.
- To be an occasional out of hours contact
- To be able to travel to all areas of the parish and other areas outside of the parish to facilitate the role.
- Any other reasonable tasks as directed by the Clerk.