

MALMESBURY TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE: DEPUTY TOWN CLERK

GRADE/SCALE: Spinal column points 23 TO 26 (£27,741-£30,451)

REPORTS TO: TOWN CLERK

1. JOB PURPOSE

To undertake a range of duties in support of the administration and operation of the Town Council and to deputise for the Town Clerk where necessary.

Malmesbury has a population of 5094 with 3902 on the electoral register.

The Town Council has 7 committees and 16 Councillors

Open spaces x 4 (St Aldhelm's Recreation Ground, White Lion Park Recreation Ground, Flying Monk Recreation Area, Cloister Gardens), Play Areas x 5 (St Aldhelm's Mead, White Lion Park, Reeds Farm, Filands and Newton Grove.)

The overall net annual budget for the Town Council is approximately £450,000.00.

2. MAIN DUTIES

2(a) Administration

1. Attend meetings as required, some of which may be held in the evenings and prepare room/venue if necessary
2. Deputise for the Town Clerk
3. Research, prepare and circulate reports to the Town Council as may be required.
4. Maintain records of all staff leave, sickness and time off in lieu in accordance with their entitlement and ensure that satisfactory cover is maintained for the efficient operation of the Town Council.
5. Manage all incoming post and enquiries, dealing with all enquiries relevant to the duties of the Town Council and redirect other issues to the appropriate authorities.
6. Ensure all matters and communications concerning the Town Council are brought to the attention of the Town Clerk.
7. Undertake duties of other staff where appropriate to ensure cover during periods of sickness or annual leave.
8. To assist the Town Clerk in ensuring the Town Council complies with the requirements of the General Data Protection Regulations

2(b) Financial

1. Assist with all information concerning income and expenditure and its entry onto the computer system, arrange payments and reconcile with banking statements
2. Create and send out invoices to hirers and reconcile receipts.
3. Process the Council's annual budget when prepared by the Town Clerk and prepare suitable financial documentation and information for the appropriate committees.
4. Assist with Payroll.
5. Complete returns as required to HMRC, Wiltshire Pension Fund and others as may be necessary
6. Together with the Town Clerk undertake regular audits.
7. Ensure all insurance policies are current and maintained.

2(c) Supervision

1. Support the Town Clerk in the supervision of the activities of the grounds and maintenance staff.
2. Manage and supervise staff in the absence of the Town Clerk.

2(d) General

1. Assist the Town Hall Administrator by acting as key holder to the Town Hall, responding to alarms as required, including out of hours.
2. To manage projects if necessary.
3. To represent the Town Council and Town Clerk on outside bodies as required.
4. To assist with the arrangements, coordination and supervision of the annual civic ceremonies and events such as Mayor's Robing, Choral Evensong, Remembrance Sunday and others as may be organised
5. To act as Treasurer for the Malmesbury Community Transport, including the maintaining and preparation of accounts, payment of bills and staff salaries.

3. HEALTH AND SAFETY

- a) To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.
- b) To be responsible for ensuring that on a day to day basis work is conducted within the framework of all local health and safety guidelines and policies.
- c) Take responsibility for health and safety in accordance with the Council's safety policy, undertaking risk assessments and staff training as required

4. SUPERVISION AND WORK PLANNING

The post holder receives some general supervision from the Town Clerk but is expected to work largely on their own initiative.

5. KNOWLEDGE, EXPERIENCE AND TRAINING

Essential

- Level 4 of the National Qualifications Framework or an appropriate job-related qualification or formal assessed training or equivalent **plus** relevant experience.
- Experience of working in a local government environment
- Excellent IT skills to include a comprehensive understanding of Microsoft Office applications.
- Excellent communication/interpersonal skills.
- Proven organisational skills
- A working knowledge of local government finance
- A commitment to and knowledge of equal opportunities legislation and practices.
- Attributes: Self-motivation, flexibility, honesty, trustworthy, reliable, positive and able to recognise opportunities for continuous personal, team, and council development.

Desirable

- A CILCA or similar qualification from the National Qualifications Framework.
 - Experience of committee administration.
 - Proven staff management or team leadership.
 - Practical familiarity of Bright HR, Rialtas and Iris software packages.
 - A good knowledge of Health and Safety legislation.
 - A good knowledge of the local area and facilities.
 - A good knowledge of the planning system.
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6. PHYSICAL EFFORT AND/OR STRAIN

Normal office environment. However, the post holder may be required on occasions to assist in the setting up and dismantling of equipment involving some lifting and carrying.

7. WORKING ENVIRONMENT

Normal office environment.

8. EQUIPMENT

Normal office equipment.

9. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

10. SPECIAL NOTES OR CONDITIONS

The normal hours of work for the post holder will be 9.00am until 5.00pm, Monday to Thursday, and 9.00am until 4.30pm on Friday, with a 30 mins unpaid lunch break each day. The post holder will occasionally be required to service one or more of the service/standing committees of the Town Council, or assist with Civic functions, which will involve attendance during the evenings or at weekends for which time off in lieu will be taken subject to the agreement of the Town Clerk.

Date Prepared: 24th November 2021

Evaluation Date: as required

Date reviewed: 24th November 2021

Effective Date: 24th November 2021

Reference: C Mann