

AXBRIDGE TOWN COUNCIL



JOB DESCRIPTION

- Title:** Assistant to the Clerk to the Town Council
- Duties & Tasks:** To assist the Clerk in her duties (the Clerk's Job Description is attached)
- Place of work** The Council Office, Church Rooms, Church Steps, Axbridge, BS26 2AP. Meetings are usually held in Axbridge Town Hall, in The Square.
- The Assistant Clerk would assist the clerk with her duties and responsibilities, which include:
- Correspondence
 - Filing
 - Administration of the cemetery and allotment
 - Monitoring the work of contractors, e.g. grass care
 - Administration pertaining to the duties of the clerk, to include
 - The annual assembly
 - Mayor Making
 - Civic events
- To deputise as Clerk at Council meetings and sub-committee meetings if required.
- To take on the role of deputy editor of Oyez, the monthly Council information flier and to update the notice board and community stall.
- To take responsibility for maintaining the Council website, with the integration of social media.
- To attend relevant training.

AXBRIDGE TOWN COUNCIL



JOB DESCRIPTION

- Title:** Clerk to the Town Council
- Accountability:** The post holder is responsible to Axbridge Town Council.
- Duties & Tasks:** PROPER OFFICER & RESPONSIBLE FINANCIAL OFFICER

The clerk is the Proper Officer of the council as set out in the Local Government Act 1972 s.112(1) and as such is under a statutory duty to carry out all the functions required by law of a local authority's Proper Officer. These functions are included in the sections below.

Local Councils are required, by section 151 of the Local Government Act 1972 to appoint a Responsible Financial Officer to manage their financial affairs. The clerk will assume this role.

MEETINGS

It is the clerk's duty to:

- attend all full council (currently 12 per year) and committee meetings, and implement decisions made,
- post notices of meetings and ensure members receive summonses to meetings as required by law,
- prepare agendas in consultation with the Mayor and the papers and minutes for all meetings,
- keep attendance registers and records of members financial and other interests as required by the Local Government Act 2000 section 81,
- represent the council at meetings of other organisations, local enquiries and at the magistrates court as required.

CORRESPONDENCE

The clerk will:

- receive and deal with all incoming correspondence, either by bringing it to the attention of the Mayor, appropriate Councillor or meeting, or by responding in accordance with the council's agreed policy,
- deal with all outgoing correspondence generated by the council meetings.

FINANCE

The clerk will:

- issue invoices, receive cash and pay it into the bank,
- prepare bills for authorisation and payment,
- keep the accounts books accurately and up to date,
- manage the finances by preparing budgets, monitoring expenditure, and preparing the precept application,
- manage the council's investments,
- prepare and submit VAT returns,
- prepare and supply required documents for internal and external audit and attend as necessary,
- negotiate and prepare contracts,
- ensure the council is kept regularly informed of the financial position.

INSURANCE

The clerk must ensure that the council is adequately insured and that the insurance company is kept fully informed of any changes of circumstances which might affect the cover.

ELECTIONS & VACANCIES

It is the clerk's duty to:

- inform the returning officer of casual vacancies and post the required notices,
- receive declarations of acceptance of office.

CEMETERIES AND ALLOTMENTS

The clerk will administer the cemetery and allotments and accurately maintain their records.

COUNCIL RECORDS

All the documents relating to the council, particularly financial records, minutes, insurance policies, deeds and those that must by law be retained, must be kept in a safe and orderly manner.

ADVICE

The clerk will advise the council and members on procedures, standing orders, law and the relevance of any reports received. The clerk may need to advise on contract and purchasing procedures.

TOWN ASSEMBLIES

The post holder will act as clerk to the town assemblies, attending the meetings (normally one per year), issuing notices, preparing agendas and minutes and implementing decisions made.

GENERAL

The clerk will be expected to act as the contact with other councils and organisations and collect and collate relevant information to report to the council.

The clerk will be expected to join the Society of Local Council Clerks and abide by their Code of Ethics, carry out faithfully all lawful orders and instructions of the council and discharge all other reasonable duties appropriate to the post.

Place of work The Town Council Office. Meetings are usually held in the Town Hall.

Hours of work Meetings of the council and its committees are normally held on Monday evenings. The clerk may be required to attend other occasional daytime and evening meetings and events (particularly Mayor Making).

Training The clerk will attend training courses and conferences as required by the council.

Job Review And Appraisal This job description will be reviewed annually by the Council when a personal appraisal will also be carried out. The appraisal will identify training needs

(02/10/17)



PERSON SPECIFICATION

ASSISTANT TO THE TOWN CLERK – PERSON SPECIFICATION		
	Essential	Preferred
1. Educational qualifications	<p>Good general education</p> <p>Ability to communicate</p> <p>Willingness to expand upon and learn new skills.</p>	<p>Interest in the work of the council and community</p> <p>May be willing to undertake the Certificate in Local Council Administration</p>
2. Skills/ knowledge and aptitude	<p>Computer Literate including use of email and word processing</p> <p>Willingness to undertake training to develop skills and knowledge</p> <p>Ability to problem solve</p>	<p>Knowledge of Excel</p> <p>Presentation skills</p>
3. Motivation	<p>Able to maintain good relationships with employees, members, contractors and public.</p> <p>Self reliant and self motivated.</p>	
4. Other	<p>Able to attend evening meetings, if required.</p> <p>Ability to travel within Axbridge.</p>	<p>Driving Licence and access to a car</p>

**ADVERT
VACANCY
ASSISTANT TO AXBRIDGE TOWN CLERK**

Council: Axbridge Town Council

County: Somerset

Salary: LC1 (Full Time Salary £17,772 – 20,138 (pro-rata part-time) depending on experience and qualifications

Applications are invited for an assistant to the Town Clerk. The successful candidate will play a key role in the administration of the council, assisting the clerk with correspondence, filing, administration of the cemetery and allotments and preparing for civic events. Key duties will involve maintaining the Council's website, with the integration of social media, and monitoring the work of contractors.

The ideal person will be sociable and affable; self-motivated and able to maintain good relationships with employees, council members, contractors and the public. A willingness to learn new skills would be welcome, as would an interest in the work of the council and the community.

This is a new post so will be for a fixed term of 1 year, 20 hours per month, plus holiday pay. The successful candidate will have an option to join the Local Government Pension Scheme.

Application forms and further details are available on the council's website: www.axbridge-tc.gov.uk or email: vicky.brice@axbridge-tc.gov.uk or tel. 07884 264033

Completed forms should be returned by 12 Noon on Monday 19th February 2018



Application Form
Please complete in black ink and print where possible

Position applied for:	
Surname:	First names and title:
Address:	Telephone: Email:

Personal Details:	
Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>


Employment Record - Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Date From/To	Position Held/ Duties	Name and address of Employer	Reason For Leaving

Education (since age 11)

Date From/To	Name of School, College or University	Qualifications Gained

Please give your reasons for applying for this position, say what experience you feel you have which would enable you to do it well. Please use a separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their reasons for applying and relevant experience.

Please give details of any outside interests or other information which you feel will support your application. Include here memberships of professional bodies and service on voluntary organisations etc.

--

References - Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1	Referee 2
Name	Name
Address	Address
May we approach them now?	May we approach them now?
Yes/No (please delete as appropriate)	Yes/No (please delete as appropriate)

I apply for the above position and confirm that this is a true and complete record	
Signature	Date

Please return your completed application together with any other documentation requested to Mrs V Brice, Axbridge Town Clerk, PO Box 1184, Axbridge, Somerset, BS26 2WJ