

THORPE ST ANDREW TOWN COUNCIL
DEPUTY CLERK AND RESPONSIBLE FINANCIAL OFFICER
JOB DESCRIPTION AND PERSON SPECIFICATION

Hours of Work: 35 hours per week (inclusive of some evening work)

Starting Salary: £22,915 + LGPS

Responsible to: The Town Clerk

Responsible for: Staff in the absence of the Town Clerk

This is a politically restricted post.

Main Purpose: To support the Town Clerk to ensure that the decisions of the Town Council are carried out with particular responsibility for committee administration, financial management, and to deputise in the Town Clerk's absence.

The Deputy Town Clerk will perform the role of Responsible Financial Officer and is accountable to the Town Council for the effective financial management of the Town Council.

Applications close 5pm on 4th August 2021

Main Duties and Responsibilities

1. To prepare financial reports and information for the Town Council.
2. To monitor and balance the councils accounts and prepare records for internal and external audit
3. Prepare vouchers and cheques and enter cheque list into computer. Send out cheques.
4. To submit quarterly VAT return.
5. To verify salary details and record details in accounts book for end of year returns. Submit HMRC returns on line.
6. To receive and sort money from the Parks and Estates Manager, Town Hall, Morse Pavilion and Roxley Hall. To issue invoices and receipts on a monthly basis and bank all money regularly.
7. To maintain a petty cash account together with a cash float.
8. To prepare risk assessments, financial regulations, pension policies and seek approval of the appointment of the internal auditor annually via the Town Council.
9. To annually review asset register, property and risks covered. Verify to insurance renewal details.
10. In the absence of the Clerk to carry out his duties.
11. To prepare, when necessary, in consultation with appropriate members, agendas, etc., for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval. To send relevant papers to County and District Councillors, police and the press.
12. To receive, when necessary, correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of the Council.
13. To supervise in the Clerk's absence any other members of staff in keeping with the policies of the Council. Liaise with Parks and Estates Manager and cleaning contractors.
14. To deal with enquiries from telephone callers and visitors in the absence of the Clerk.
15. To keep allotment register up to date. Update waiting list. Send annual invoices, reminders and collect rent as required.
16. To help organise Town Mayor's Reception and any other special meetings.
17. To help organise the running of the office.
18. Keep up to date — filing, scrap books, timesheets, outstanding tasks from office meetings and inventories.

Person Specification

	Essential	Desirable
Qualifications and Experience	<p>Experience of working in a Town Council (or similar)</p> <p>CiLCA Qualified (or willingness to achieve the qualification within 12 months)</p> <p>Good working knowledge of IT systems including Microsoft Office & Excel</p> <p>Driving licence</p>	<p>Professional finance qualification</p> <p>Degree level qualification</p> <p>Experience of staff supervision</p>
Knowledge and Skills	<p>Highly organised and methodical</p> <p>Excellent communication skills, including report, agenda and minute writing (or equivalent experience)</p> <p>Well-developed interpersonal skills</p> <p>Logical, clear thinking, diplomatic and patient approach</p> <p>Good administration and IT skills</p> <p>A proven track record of project/event delivery</p> <p>Ability to work alone or as part of a small team</p> <p>Experience of managing projects to successful conclusion</p> <p>Ability to work within a political and local</p>	<p>Understanding of the procedures, roles, duties and responsibilities of the Town Council and Councillors</p> <p>Practical experience of servicing committees, report writing and implementation of decisions in a timely manner</p> <p>Knowledge of civic protocol</p> <p>Knowledge of wordpress</p> <p>Knowledge of Financial Management procedures and statutory requirements</p> <p>Knowledge of Health and Safety law and procedures</p>

	government framework and be sensitive to political and community issues	
Personal Qualities	Professional and personable with the ability to build teams/relationships Reasoned decision maker Enthusiastic, with a positive 'can do' attitude and willing to take the initiative Ability to work under pressure Team player	