

## **Job Description - Deputy Clerk (Part time)**

### **Main Purpose of the Role**

- The overall purpose of the role is to assist, support and deputise for the clerk in all aspects of the day-to-day management and operation of Council services and resources in line with relevant laws and statutory obligations to ensure compliance. This means that the role mirrors many of the accountabilities, duties and responsibilities of the Clerk/Responsible Financial Officer (RFO).
- In the absence of the Clerk, fulfil the role of Proper Officer to the Council.
- To work with and assist the Clerk to ensure day-to-day management procedures are effective.
- Assist the Clerk in the management of the Council's finances.
- To clerk meetings if required and provide the necessary support.
- To research, provide and present written information as required.

### **Specific Responsibilities**

(This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the nature and level of responsibility of the work to be undertaken. It is not and should not be construed as all-embracing or exhaustive).

- To assist the Clerk with all Council business and operations.
- In the absence of the Clerk, deliver the essential requirements of that post to ensure the smooth running of the Council.

- Assist the Clerk in the monitoring and control of the Council's day-to-day financial records and accounts, subject to instruction from the Clerk/Responsible Financial Officer or to deputise during holiday or other absence periods.
- To assist the Clerk with the day-to-day management and bookings of minibuses, hall hire and cemetery matters including keeping books and computerised data systems up to date.
- To issue notices, prepare agendas and minutes for Council meetings and to clerk these meetings and undertake follow-up work as required.
- To assist the Clerk in the facilitation and development of community development initiatives.
- To work with colleagues to ensure achievement of the Council's objectives/targets.
- To follow the Scheme of Delegation, Financial Regulations and Council Standing Orders.
- Deal with enquiries from members of the public and Council members.
- To ensure events and projects are well promoted and publicised on the Council's website and social media channels.
- Liaison as appropriate with outside bodies (including contractors) and representing Council as appropriate.
- To ensure the health & safety of people and resources
- To represent the Council at conferences, meetings etc.
- Act as a key holder for the Council offices.
- To carry out other duties commensurate with the post, as identified by the Clerk to the Council.