



Horsforth Council
Assistant Clerk
Job Description – March 2022

JOB TITLE: ASSISTANT CLERK

REPORTING TO: TOWN CLERK

JOB DESCRIPTION APPROVED BY COUNCIL: tbc

MAIN PURPOSE OF THE ROLE:	<p>The Assistant Clerk will work in a small team. The officers support the work of Horsforth Town Council and its 22 councillors.</p> <p>The Assistant Clerk will work under the direction of the Clerk and will report to the Clerk, and to Council, as and when required.</p> <p>The main duties are as follows:</p> <ol style="list-style-type: none">1. To assist and support the Clerk in all aspects of the day-to-day management and operation of council services and resources.2. To assist and support the Clerk in the execution of the council's decisions and implementation of council policy.3. In the absence of the Clerk, to ensure the continued effective, legally compliant operation of the Council.4. To progress to Deputy Clerk.
SPECIFIC RESPONSIBILITIES:	<ol style="list-style-type: none">1. To assist the Clerk to ensure that statutory and other provisions governing or affecting the running of the Council are observed.2. To assist in advising on the budget preparation process, preparing and presenting budget estimates and precept proposals to Council, its committees and sub-committees and in ensuring ensure that statutory internal and external audit requirements are completed each year. To assist in monitoring and balancing the Council's budget and accounts and prepare records for audit purposes and VAT.3. To assist the Clerk to ensure that the Council's obligations for risk assessment and insurance are properly met.4. To prepare, in consultation with the Clerk and with appropriate members, agendas for meetings of the Council, its committees and its sub-committees and such other meetings as required. To attend as required such meetings and prepare the minutes for approval (other than where such duties have been delegated to another officer).5. To attend and to clerk and to minute all meetings of committees, sub-committees and groups that are specifically allocated to the Assistant Clerk and any other meetings of the Council, its committees, sub-committees and groups as directed by the Clerk or in the absence of the Clerk.6. To assist in implementing the decisions of the Council, its committees and sub-committees.7. To assist in receiving 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 instructions of, or the known policy of the Council.8. To assist in the administration of the Council's accounts. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

9. To assist in studying reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
10. To draw up both on his/her own initiative and as a result of suggestions by councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
11. To assist in supervising any other members of staff as directed by the Clerk and in keeping with the policies of the Council. In the absence of the Clerk, to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
12. To assist in the management, maintenance and use of the Council's properties, facilities and assets, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
13. To assist in monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required, including attending meetings with external organisations on behalf of the Council.
15. To issue notices and prepare agendas and minutes for the Annual Town Meeting: to attend the Annual Town Meeting and to implement the decisions made at the meeting that are agreed by the Council.
16. To assist in preparing, in consultation with the Clerk and with the Chair of Council and Chair of relevant committees or sub-committees, press releases about the activities of, or decisions of, the Council.
17. To maintain and update the Council's website and social media.
18. To attend training courses or seminars relevant to their role as required by the Council.
19. To work towards the achievement of the status of Qualified Clerk.
20. To continue to acquire the necessary professional knowledge required to assist in the efficient management of the affairs of the Council. For example, membership of the professional body The Society of Local Council Clerks.
21. To attend the Conference of the National Association of Local Councils, Society of local Council Clerks and other relevant bodies, as a representative of the Council as required.

Other specific responsibilities:

22. To act as lead officer as directed by the Clerk or by the Council in the organisation and delivery of any events that the Council may hold, including the management of event budgets.
23. To assist councillors with the production, organisation and distribution of the Council's newsletter and any other publications.
24. To work closely with the Clerk and councillors supporting projects undertaken by the Council, including assisting with the research and preparation of reports, finding funding sources and making grant applications.
25. To ensure the health and safety of people and resources.
26. To carry out other duties commensurate with the post, as identified by the Clerk.
27. To comply with legislation/Council policies and to maintain confidentiality.
28. To assist in the management of any premises owned or managed by the Council

Due to the small nature of the Town Council team, the Assistant Clerk will also be required to assist as required with general office tasks, for example photocopying, filing, printing, scanning, updating records and other general administration.

SALARY	<p>NJC SCP 18-23 pro rata. Starting salary dependent on experience and qualifications.</p> <ul style="list-style-type: none"> • SCP 18 – assistant clerk without ILCA • SCP 19-23 – assistant clerk with ILCA
HOURS	<p>24-28 hours per week. The actual number of hours and the days and time to be agreed. Evening working will be required for meetings. The Council operates a flexitime scheme.</p>
LOCATION	<p>Based at the Council's offices in Horsforth. Requests for working from home will be considered in line with the Council's policy, but the role will require some office-based working.</p>
PENSION	<p>Option to join the Local Government Pension Scheme, via the West Yorkshire Pension Fund.</p>
ANNUAL LEAVE	<p>Annual leave entitlement is 25 days per annum (pro rata), with a further three days after five years' continuous service, in addition to normal bank and public holidays.</p> <p>In addition to the usual public holidays, the office is closed for a further five days over the Christmas and New Year period. These days must be taken out of annual leave entitlement or, where available, flexitime credits or time off in lieu.</p>
TRAINING	<p>Required to hold, or work towards in an agreed time frame, the achievement of Introduction to Local Council Administration, Certificate in Local Council Administration (CILCA) and Financial Introduction to Local Council Administration (FILCA), and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.</p> <p>Membership of the professional body The Society of Local Council Clerks.</p> <p>To attend training courses or seminars as required by the Council.</p>
PROGRESSION	<p>Progression to Deputy Clerk on achievement of CILCA and FILCA and with 3 years' relevant experience in local government.</p>
POLITICAL RESTRICTION	<p>This is a politically restricted post and is subject to the restriction of political activities as set out in the Local Government and Housing Act 1989 (as amended).</p>
VARIATION CLAUSE	<p>This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Council in consultation with the post-holder.</p>
FLEXIBILITY CLAUSE:	<p>Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the Council mentioned above.</p>