

Assistant Parish Clerk
Crockenhill Parish Council

Job Description

The Assistant Clerk will be assistant to the whole Parish Council, the employer. The position is primarily to share the role of a Parish Clerk and learn the role in its entirety before the current clerk retires.

The Assistant Clerk will work alongside the current Parish Clerk in managing the day to day business of the Council; providing professional support and guidance in respect of all aspects of the Council's responsibilities and to support the current Parish Clerk in their role as Responsible Financial Officer.

Duties include:

- Staff the Parish Council Office from 9am until 1pm on Tuesdays and Thursdays
- Act appropriately with queries and reports from Crockenhill Parish stakeholders
- Prepare the agenda and circulate relevant information to the council prior to Parish Council meetings
- Clerk monthly evening Parish Council meetings, occasional planning meetings and the annual Parish Council AGM
- Advise the Parish Council on making lawful decisions and policy
- Inform and support the Parish Council with respect to planning applications
- Provide strong organisational and administrative support on behalf of the Parish Council
- Keep protected, organised and accurate computerised and written records
- Research topics of concern to the Parish Council and keep abreast of current affairs and legislation
- Keep Crockenhill Parish stakeholders up to date providing excellent communicational skills using the most effective media
- Adhere to Parish Council financial procedures and assist the current Parish Clerk in their role as Responsible Financial Officer
- Prepare the Parish Council annual budget
- Audit Parish Council assets
- Organise Parish Council meetings and events
- Attend relevant training courses and forums
- Line manage Parish Council projects, sites and facilities
- Line manage Parish Council staff
- Carry out such other reasonable responsibilities and functions as required by the Parish Council