

**SOMERTON TOWN COUNCIL
JOB DESCRIPTION
DEPUTY TOWN CLERK**

POST TITLE: Deputy Town Clerk.

RESPONSIBLE TO: Town Clerk and the Town Council.

HOURS OF EMPLOYMENT: 21 hours per week (including some evening work to attend meetings etc and occasional weekends for special events).

NORMAL PLACE OF WORK: Council Offices, Edgar Hall, 8 Cary Court, Somerton Business Park, Somerton, TA11 6SB.

RENUMERATION: The salary is within the substantive range of the National Joint Council spinal points 11 – 17 (April 2020) £21,748 - £24,491 (pro rata). Generous pension benefit with membership of the Local Government Pension Scheme.

Employment is on National Joint Council 'Green Book' terms and conditions, including a holiday entitlement of 22 days rising to 25 days after 5 years of services, paid time off for public holidays including 2 extra statutory days per year.

PURPOSE OF THE ROLE: To perform general administrative and finance duties and provide support as and when required to the Town Clerk, Responsible Financial Officer and Town Council.

Management and Relationships

The Deputy Clerk is managed by the Town Clerk. There will be frequent contact with other Town Council employees, Councillors and members of the public.

Service and Operational Responsibilities

1. Finance Administration

- Undertake basic financial processes e.g. raising purchase orders, raising invoices, recording invoices received
- Running financial reports on the Town Council's finance software

2. Meetings

- Ensuring availability of the venue and source equipment as required.
- Assist with publicising meetings.
- When required, assist with the preparation and distribution of meeting agendas, minutes and action lists within agreed timescales.
- Provide administrative support to the Council, committee meetings and working groups as agreed with the Town Clerk, including attending meetings, taking minutes as required and implementing required actions.
- Attend meetings, which are usually held on Tuesday evenings, as agreed with the Town Clerk.

3. Reception

- Greeting and assisting Town Council visitors
- Handling, politely and effectively, enquiries from the public, (this may be face to face or on the telephone or via email) and taking ownership until completion.
- Action incoming emails on the Town Council email, as well as direct, as appropriate
- Recording and follow up of reports made by members of the public.

4. Councillor Support

- Updating Councillor information e.g. contact details
- Maintaining Councillor's Register of Interest information
- Arranging training for Councillors and maintaining training records

5. Website

- Updating the Town Council website on a regular basis.
- Adding all formal meeting documents to the Town Council's website.

6. Events and Competitions

- Assist with the planning, organising and advertising of Town Council events and competitions within agreed timescales and to budget.

7. General Administrative Duties

- Action all incoming and outgoing post, including timely distribution.
- Filing and archiving (maintaining records, filing systems, and computer files).
- Photocopying and scanning.
- Writing and despatching routine and straightforward letters.
- Handling bookings for the Edgar Hall.
- Write procedures and practices relating to the role and keep under review, updating when necessary.
- Answering the telephone.
- Ordering goods and services.

Your role will require you to be an active participant in staff and team meetings, to maintain and develop personal skills, knowledge and expertise related to the role and to undertake training as agreed with the Town Clerk. To be familiar with relevant Town Council policies and working practices and adhere to them, including those relating to health and safety, discrimination, and equalities, to undertake such other duties as may from time to time be reasonably allocated to the post holder.

The duties and responsibilities given above are the key duties and responsibilities for the post of Deputy Clerk and they are subject to regular review. Any significant changes to the role will only be made after consultation.

June 2021