



**DUSTON PARISH COUNCIL**

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## **JOB DESCRIPTION**

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<b>Job title:</b>	<b>Assistant Clerk</b>
<b>Location:</b>	<b>Duston Community Centre</b>
<b>Salary:</b>	<b>LC2 18-23 £25,419 (Pro Rota 30 hours £20,610)</b>
<b>Hours:</b>	<b>30 hours (including evenings and large scale events)</b>
<b>Team:</b>	<b>Parish Office</b>
<b>Responsible to:</b>	<b>Parish Clerk / RFO</b>
<b>Directly responsible for:</b>	<b>N/A</b>

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## **JOB PURPOSE**

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To assist the Clerk/RFO in carrying out the functions of the Parish Council.

To provide cover for the Clerk as and when required.

The Council operates a committee structure and this role will help facilitate and support these meetings.

To work under the direction of the Clerk / RFO, taking responsibility for the day to day administration of the Council's financial affairs (e.g. purchase ledger and banking) in accordance with proper practices.

Assist in the delivery of the Council's strategic plan and projects

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## **DUTIES & RESPONSIBILITIES**

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- Attendance at meetings of the Council and Committees, sub-committees and other bodies, and advises on their powers, terms of reference and the interpretation of Standing Orders and other policies.

- Draft and prepare agendas, minutes, reports and associated correspondence for Council and Committee meetings as required.
- Supports the work and role of councillors through relevant administrative processes (e.g. Declaration of Interest Forms) and provides appropriate advice to them.
- Assist in the implement of decisions made by the Council and Committee under the direction of the Clerk.
- To provide administration support to the Parish Clerk / RFO when required (e.g. letter writing and resident enquiries).
- Maintaining the Parish Council's financial administration on a day to day basis.
- Sourcing and procuring of goods and services for the Parish Council in compliance with our internal processes, Standing Orders and Financial Regulations.
- To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.
- To ensure that the Council's insurance obligations are properly met (the proper care, security and adequate insurance of all the Council's assets)
- To undertake any training identified as part of the role and as part of continuing professional development including the successful completion of ILCA within 2 years.
- Ensure all Council policies and other documentation is correctly maintained under the direction of the Clerk and ensures these are uploaded to the website.
- Assist with generating content for DPC social media sites, website and newsletters.
- A professional approach when dealing with customers and residents by email, by telephone and in person.

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## **PEOPLE AND RESOURCES**

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The jobholder is expected to work with the following:

- Liaison with Duston Parish Councillors and West Northamptonshire Councillors
- Liaison with volunteers, partners and staff colleagues
- Liaison with community representatives

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## **JOB DEMANDS**

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- ILCA qualification or be prepared to achieve within 2 years
- Ability to work unsociable hours (e.g. evening meetings)
- Attention to detail when working on computers for periods of time
- You will be required to undertake any such additional duties as determined by the Council. You will be required to work flexible hours to meet the demands of the business and attend Council meetings and other meetings as a representative of the Council.

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## **GENERAL**

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The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job maybe be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.

