



## MINEHEAD TOWN COUNCIL

### ASSISTANT CLERK

<b>SALARY</b>	<b>LC2 24-32 £29,174 - £36,371</b>
<b>TERMS AND CONDITIONS</b>	<b>NJC for Local Government Services</b>
<b>HOURS</b>	<b>37 per week with regular evening work</b>
<b>RESPONSIBLE TO</b>	<b>Town Clerk</b>
<b>MAIN PLACE OF WORK</b>	<b>Council Office, 3 Summerland Road, Minehead TA24 5BP</b>

#### **JOB PURPOSE**

To assist the Town Clerk and Deputy Clerk in the administration of the Town Council including its statutory, financial, management and administrative functions and to cover for the Town Clerk/Deputy Clerk in their absence.

#### **JOB RESPONSIBILITIES**

- 1 To support the Town Clerk and Deputy Clerk in ensuring that the statutory and other provisions affecting the running of the Council are observed and deputise for the Town Clerk and Deputy Clerk as required.
- 2 To be responsible for Committees and Working Groups as instructed, including the preparation of Agendas and supporting papers, attendance at Meetings, drafting of Minutes and actions arising.
- 3 To advise Councillors on the statutory duties placed on the Council and individuals and ensure that all decisions are lawful and that they are implemented.
- 4 To assist in the management of the financial affairs of the Council, including the preparation of the annual budget, and the monitoring of income and expenditure in accordance with Financial Regulations for the areas of the Council's work as designated by the Town Clerk.
- 5 To assist the Finance Assistant with the administration of the Cemetery.
- 6 To assist the Town Clerk and Deputy Clerk with the management of the Grounds Maintenance Team and operational functions of the Council.
- 7 To attend Meetings of such other bodies, organisations and groups as may be reasonably required.

- 8 To assist as required with the organisation of events.
- 9 To drive forward the Council's social media presence of platforms such as Facebook.
- 10 To assist the Town Clerk and Deputy Clerk in ensuring that the Council's responsibilities as employer are met.
- 11 To establish and maintain good working relationships with Councillors, employees, voluntary groups, community organisations, local authorities and other relevant organisations.
- 12 To attend events and conferences of relevant bodies as a representative of the Council as required.
- 13 To carry out other duties as relevant to the post as required.
- 14 To undertake personal and professional development relevant to the post.
- 15 To work towards the achievement of the status of qualified Clerk.