



Nailsworth Town Council – Deputy Clerk Job Description

Salary scale	LC2 SCP 18-23
Salary	£24,313 p.a. pro rata
Pension scheme	Local Government Pension Scheme
Hours per week	25 hrs per week with some evening council meetings for which 'time off in lieu' can be taken
Location	Civic Centre, Old Market, Nailsworth GL6 0DU
Responsible to	The Town Clerk and Nailsworth Town Council (NTC)
Responsible for	Customer Services & Facilities Assistant (part time) and Customer Services & Communications Assistant (full time)
Annual leave	23 days p.a. pro rata plus 1 extra statutory leave day and bank holidays

Overview

A busy and varied role, the Deputy Clerk will work closely with the Town Clerk to;

- Carry out the statutory duties and functions of the Town Council as set out in Standing Orders and Financial Regulations
- Provide legal, financial and technical advice to the Council and councillors in the Town Clerk's absence
- Assist in the delivery of the Council's strategic plan and projects
- Provide an accessible, responsive and engaged service to the community

Specific Responsibilities

Council and committee meetings:

- Draft agendas for Environment and Recreation & Amenities committee meetings to be clear in meaning and not unlawful or improper, for approval by the Clerk
- Attend and minute Environment and Recreation & Amenities committee meetings as required (12 committee meetings p.a.) ensuring councillors are advised of Standing Orders, Financial Regulations and the Code of Conduct when transacting council business
- Organise meetings for councillors and outside representatives
- Implement decisions made by the Council at the direction of the Clerk

Financial:

- Act as the Treasurer to the Arkell Community Centre Trust
- Prepare payments for authorisation
- Payroll and pension management
- Monitor and ensure that the accounts are reconciled monthly and a report prepared for Council
- Receive and allocate budget headings on invoices for payment
- Ensure contracts are run in accordance with the council's Standing Orders
- Ensure insurance policies and asset registers are updated and adequately reflect liabilities
- Examine existing contracts and seek better terms

Statutory:

- Ensure competence and compliance with statutory and other provisions (including Year End accounts, Transparency Act, GDPR and Health & Safety)
- Respond to all planning applications via the SDC Planning Portal
- Prepare draft policies for the Council to ensure compliance
- Prepare draft responses for third party consultation exercises

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General duties:

- Manage minor projects
- Investigate and apply for grant funding for Council projects
- Ensure specifications are prepared for contractors to carry out work out on Council land
- Assist Council Working Parties to achieve their aims as directed by the Clerk
- Act as Line Manager to the Customer Services staff
- Other reasonable duties as directed by the Clerk