

Filey Town Council: Job Description for the Assistant Town Clerk (Internal Coordinator)



Date: October 2018

Service conditions and related matters

Salary Grade	LC2 SCP 22 to 25 depending on experience. (Full time (37 Hours) salary-£20,661-£22,658 pro rata to 30 hrs per week)
Place of Employment	Council Offices, 52a Queen Street, Filey North Yorkshire YO14 9HE
Hours of Work	30 hours – these hours would normally be worked over 4 working days (Monday to Friday) although working will be required in the evening to allowing clerking of meetings.
Employment Status	Permanent
Conditions of Service	In line with the NJC for Local Government Services, National Agreement on pay and conditions
Annual Leave	16-20 days (depending on service) plus bank holidays and 3 additional statutory days
Pension Scheme	Eligible to join the Local Government Pension Scheme.
Disqualification	Members of the Town Council or former Members of the Town Council (within the last 12 months)
Commencement	The successful candidate will commence on receipt of satisfactory references and other pre-employment checks
Notification	It might not possible to acknowledge receipt of each application or to notify candidates not selected for interview

Job description overview

The person appointed will be accountable to the Town Clerk for the aspects of Council business relating to expenditure and facilities:

Job description: Specific responsibilities

- 1 To ensure that all outgoing payments are made on time using the approved procedures with required approvals.

- 2 To prepare, in consultation with appropriate members, distribute (in accordance with the requirements of the law) agenda for meetings and to attend such meetings, and prepare minutes for approval of the Planning and Property Committees
- 3 To control all actions surrounding the Council's management of The Lawns Cemetery including the arrangement of purchase of burial plots, internments of both coffins and remains, all financial dealings with respect to the Cemetery, maintaining all paperwork including plans relating to the Cemetery, all maintenance of the Cemetery and all aspects of the "model" agreement as specified by Scarborough Borough Council.
- 4 Maintain all aspects of the Bus Shelter model agreement including control of the cleaning of the shelters and any dealings required with Scarborough Borough Council.
- 5 Liaising with community over Allotments, Parish Wood, the Museum and Queen Street Gardens.
- 6 Completing all administration work on both a monthly and annually required basis for the successful running of the Council's Payroll & Pension system.
- 7 Maintaining the agreed stocking levels of all Stationary items. Purchasing these items as per the council's relevant policies and procedures.
- 8 Ensuring that all documents are filed as per the office standards and that all of the storage areas are maintained to the agreed housekeeping standards.
- 9 Comply with the Office Health & Safety including the relevant Risk assessments, COSHH assessments etc. are maintained in accordance with the required legislation.
- 10 To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
- 11 To supervise the caretaker in all required day to day duties. Passing on any issues to the Town Clerk for resolution.
- 12 To assist in the maintenance of the council's register of property and assets.
- 13 To be responsible for the security and safety of the Council's premises, to be key holder, and ensure that all fire and other safety checks are carried out, including regular risk assessments.

- 14 To assist where required as instructed by the council for the organisation of civic events and functions.
- 15 To attend training courses on the work and role of the Assistant Town Clerk as authorised by the Council.
- 16 The Assistant Town Clerk will develop links with other community organisations.
- 17 Be able to undertake specific responsibilities of the Assistant Town Clerk (External Coordinator).
- 18 Any other relevant duties.