



<b>Job Description:</b>	Assistant Clerk
<b>Reporting to:</b>	Clerk to Lymm Parish Council
<b>Role Summary:</b>	To support the Parish Clerk to carry out the duties, roles and requirements of the Parish Council
<b>Hours of work:</b>	25 hours per week
<b>Pay scale:</b>	LC2, SCP24-28 starting at £33,024 (FTE) plus Local Government Pension

**Lymm Parish Council is an active, energetic and visionary Parish Council delivering activities and providing support for Lymm in the areas of planning, the natural environment, maintaining and running the village hall, a grant scheme, festivals, events and more.**

**The Assistant Clerk role is varied, supporting the Clerk across a breadth of areas of work to ensure the smooth running of the Parish Council.**

## **Principal duties:**

### **Planning**

- Clerk Planning Committee, preparing and issuing agendas and minutes, uploading documents to the website where necessary and comments to the Borough Council planning portal

### **Allotments and Environment Projects**

- Manage the smooth running of the 4 allotment sites across Lymm including waiting lists
- Arrange for quotes for repair and intervention by the Environment Team
- Manage the annual tenancy and invoicing process for the allotments
- Carry out seasonal inspections, issuing the necessary eviction notices when required
- Support the smooth running of the toilet facility at Lymm Dam
- Lead the locating and data collection from the speed indicator signs across Lymm
- Ensure the various projects including defibrillators and CCTV are up to date
- Lead on working groups including Keep Lymm Kleen / Gulley Watch

### **Events**

- Support the planning, preparation and smooth running of Parish Council events and activities including Carols from The Cross and the Remembrance Day Parade, stewarding where appropriate

### **Website**



- Regularly update the Parish Council website and various village noticeboards

## **Finance**

- Using SCRIBE accounting software, provide finance support to the Clerk processing invoices, payments and reconciling bank statements
- Provide financial information and monthly and quarterly reports, including supporting the preparation of the end of year accounts (as necessary)
- Administer the grants programme including end of project reporting

## **Meetings**

- Attend and administer meetings as required

## **General**

- Work as an active team member of Parish Council officers
- Liaise with contractors, gathering quotes and information as necessary depending on each specific project
- Follow policies and procedures including Health and Safety requirements for all areas of Parish Council work
- Respond to enquiries from members of the public, press and organisations in a timely and professional manner
- Other tasks as necessary

## **Other information:**

- The postholder will be based between a hired office in Lymm Library building and the village hall with some flexibility to work from home
- Some evening and weekend work will be required
- Training will be offered to enable the successful candidate to develop and progress.



## Person Specification:

Assistant Clerk

<p><b>Qualifications</b></p> <p>5 GCSEs grade C (or equivalent) or above including English and Maths          Book-keeping or accountancy qualification          Recognised qualification in Local Government administration          CiLCA, ILCA</p>	<p>Essential          Desirable          Desirable          Desirable</p>
<p><b>Knowledge</b></p> <p>Local government structure, law and administration relevant to Parish Councils          Principles of financial accounting including bank reconciliation, VAT and audit          Health and Safety, Fire Safety and production of risk assessments</p>	<p>Desirable          Essential          Desirable</p>
<p><b>Skills</b></p> <p>Excellent communication skills including excellent spelling and grammar          SCRIBE software experience          Organised and efficient, able to manage workload and time effectively          IT skills and experience including Microsoft 365 programmes          Website management, Wordpress          Creating agendas and writing minutes</p>	<p>Essential          Desirable          Essential          Essential          Desirable          Desirable</p>
<p><b>Experience</b></p> <p>Working in a busy office environment and a team player          Balancing a wide and varied workload          Dealing with the public by phone, face to face, by email and letter          Working in a Parish/Town Council or other local government setting          Planning policy</p>	<p>Desirable          Essential          Essential          Desirable          Desirable</p>
<p><b>Attributes, Behaviour and Attitudes</b></p> <p>High personal integrity, dealing with sensitive and confidential data          Professional and proactive yet able to follow lead as required          Motivated to serve the community          Polite under pressure, showing tact and diplomacy          Emotionally aware, maintaining good working relationships with colleagues, Councillors, partner organisations, contractors and the public          Positive attitude to work, learning and development          Flexible and able to work some evenings and occasionally weekends</p>	<p>Essential          Essential          Essential          Essential          Essential          Essential          Essential</p>