



**CITY OF DURHAM
PARISH COUNCIL**

Learning from the past.
Building for the future.

Job title: Assistant Parish Clerk

Location: Parish Council Office, Durham City, however working from home may be required on occasion.

Day/Times: This role is for 16 hours per week, timing of which to be agreed. There are some meetings in the evening.

Salary: Between SCP 5 (£19,312) and SCP 8 (£20,493) pro rata.

Role: Provide support to the Parish Clerk and Members of the Parish Council, which will include primarily undertaking administrative and financial duties as directed by the Clerk.

The post holder will also be required to undertake other responsibilities as directed by the Parish Clerk and the Chair of the Council.

Reporting To: City of Durham Parish Clerk as line manager who will report to the Chair and the Parish Council.

Duties required as part of this role:

To assist the Parish Clerk with the smooth running of the Parish Council's administration.

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.

Issue correspondence as a result of the instructions of, or the known policy, of the Council.

To assist in issuing notices and preparing agendas and minutes for the parish meeting, attending the meetings and implementing the decisions made at these.

To work under the direction/supervision of the Parish Clerk on general financial matters.

To assist the Parish Clerk in financial administration, including receiving and paying invoices, updating the spreadsheet identifying financial transactions, carrying out a monthly bank reconciliation and providing a balancing statement as well as assisting with the budget setting process and end of year accounts.

To support the Clerk with the identification and submission of grant requests, in order to support the functions of the Parish Council.

To be involved in updating and developing the Parish Council website and to be involved in the production of the Parish Council newsletter.

To maintain accurate records.

To assist with the organisation of events and attend these as required.

To ensure the Council's policies, health and safety and risk assessments are observed. This includes adhering to GDPR legislation.

To undertake such other duties as may be required from time to time commensurate to level of the post.

The post holder will uphold and deliver Council's services which is sensitive and responsive to those receiving such services.

Some evening work may be required and to deputise for the Parish Clerk in his absence.

Person Specification

The person must be able to attend meetings as required by the Parish Clerk and some meetings will be in the evening.

The person must be reliable, capable of working on their own initiative with minimal supervision.

Also required:

Good general education

Excellent face to face communication and telephone manner

Be computer literate with a good working knowledge of Microsoft Word, Excel, Powerpoint, the internet.

Knowledge of Parish Council functions.

Well-organised

Flexible and able to multi-task

A willingness to learn and take responsibility for own personal development

A willingness to work towards the CiLCA qualification

Collaborative working style

Pro-active and innovative approach to work

To apply for this role, please send a copy of your CV and a covering statement to the Clerk of the Parish Council Adam Shanley via e-mail at parishclerk@cityofdurham-pc.gov.uk