Meriden Parish Council

The Pavilion
Meriden Sports Park
10 Main Road
Meriden
CV7 7SP

JOB DESCRIPTION for DEPUTY CLERK/ADMINISTRATOR

16 hours per week (in the first instance) with some evening, weekend and flexible working. Salary range £26,873 - £28,770, pro rata, based upon experience and qualifications. Local Government pension scheme available.

CLOSING DATE -WEDNESDAY 20 MARCH 2024

Meriden Parish Council is always looking for new ways to improve the services it offers the local community with innovation, excellent customer service, and value for money. The council is looking for someone who will:

- Fit in well in its friendly, high performing, committed and flexible team
- A can-do person who will add value with the right skills to help manage projects, working alongside the community
- Possess a good standard of education, numeracy and IT literacy
- A Certificate in Local Council Administration is desirable but not essential, but there will be a requirement to attain this qualification within an agreed time period; all training will be provided and supported

Overall Responsibilities

To work under the supervision of the Clerk on the full range of tasks required by the Council, to meet the Parish Council's statutory requirements and to deputise for the Clerk in their absence.

To provide administrative support to the Parish Clerk to ensure the efficient running of the Parish Office.

To support the Clerk with a range of financial activities, ensuring sound financial management and governance is adopted.

To liaise with members of the community and partners at Solihull Council and Coventry Council.

To create newsletters and update social media content.

To attend all training sessions required to carry out the skills and responsibilities required in the role.

To use own initiative to carry out the specific responsibilities below, with minimal supervision.

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Specific Responsibilities

Office

To deal with queries made by both Councillors and members of the public via telephone, email and personal visits, ensuring that the Clerk is made aware of relevant information:

1. To take initial enquiries for the allotments and issue allotment contracts.
2. To post information on the Parish Council website.
3. To market Parish Council activities via social media and newsletters.
4. To understand and operate all current office systems.
5. To liaise with volunteers who run the Council's Warm Hub.
6. To produce notices and information for noticeboards.

Finance

To assist the Clerk with the following tasks:

7. To complete training on the Edge finance system.
8. To maintain financial accounts on a receipts and payments system.
9. To maintain a record of invoices received.
10. To input financial information onto the computerised financial system.
11. To assist with the preparation of monthly bank reconciliations.
12. To assist with the preparation of monthly financial reports for meeting.
13. To assist with making payments from the bank account.
14. To assist with the year end audit and attend meetings with the internal auditor.
15. To maintain a record of CIL expenditure.

To Assist the Clerk

To routinely help with the following tasks:

16. To assist in the preparation of the meetings of the Council.
17. To assist in the distribution of agendas for meetings.
18. To attend monthly evening meetings, and take minutes, as required.
19. To assist with actions from meetings under the direction of the Clerk.
20. Help maintain the office systems.
21. To assist with the management of projects undertaken by the Council.
22. To review policies and procedures and ensure that the Council's Standing Orders and Financial Regulations are correctly observed and regularly reviewed.
23. To ensure the Council's Asset Register is regularly updated.
24. Any other reasonable duties commensurate with the post.

Essential Criteria

Please review the person specification, applicants are required to have achieved GCSE grade C or above (or equivalent qualification) in both English and Mathematics.

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The successful applicant will adopt a flexible approach to working to meet the needs of the Council. The position will involve some evening work as the Parish Council meets for two evenings a month, on average, and occasional weekend work.

The successful applicant must consent to a DBS check as the role requires working with community groups where there may be vulnerable adults, and children.

JD 5th March 2024