



Job Description

Job Title:	Deputy Clerk
Salary Grade:	SCP 16 – 20 (£28,282 - £30,296 FTE)
Location:	Trane Cemetery, Gilfach Goch Road, Tonyrefail
Hours of work:	25-35 hours/week
Reporting to:	Clerk
Responsible for:	-

Purpose of the Role

1. To deputise for the Clerk of the Council as required, to be responsible for servicing committees as required and to act as the Deputy Finance Officer.
2. To assist the Clerk in the development, promotion and implementation of the Council's policies, strategic plans and services in line with legal, statutory and other provisions that govern the running of the Council.

Main Responsibilities and Key Tasks

1. Deputisation

- To deputise for the Clerk in the Clerk's absence and act as a representative of the Council, as required;
- To undertake responsibility for the management of the staff during the Clerk's absence;
- To manage the day-to-day running of the Council office and Cemetery, in the absence of the Clerk.

2. Meetings

- To be responsible for preparing some Council and Committee agendas and reports, signed off by the Clerk;
- To attend some Council and Committee meetings, provide advice as required and produce accurate Minutes;
- To assist the Clerk in implementing the decisions of the Council and its Committees.

3. Finance

- To act as **Deputy Finance Officer** and undertake such finance duties as required:
 - To prepare and issue orders for goods and services;
 - To carry out periodic reviews of utilities, contracts and services ensuring cost effective solutions are in place;
 - To prepare and issue invoices for Council services and facilities;

- To validate supplier invoices and prepare payment schedule for approval at monthly meetings;
- To ensure all transactions are captured to the Council's accounting software;
- To prepare cheques and online EFT payments for authorisation;
- To complete bank reconciliations at least monthly;
- To follow-up on bad debts.
- To administer the payroll system:
 - To process weekly wages and monthly salaries;
 - To process Councillor allowances;
 - To collate timesheet information;
 - To keep records of annual leave, TOIL, sickness absence and other absences;
 - To administer the Council's LGPS pension obligations ensuring staff are correctly enrolled;
 - To complete and submit online weekly and monthly pension returns;
 - To keep payroll records for audit purposes;
 - To prepare online EFT salary and wages payments for authorisation;
 - To complete all HMRC returns via RTI;
 - To prepare online EFT payments to HMRC and RCTCBC Pensions for authorisation.
- To assist in the financial management of the Council including the preparation of the annual budget and monitoring of income and expenditure in accordance with the Financial Regulations.

4. Cemetery

- To assist the Clerk with the day-to-day running of the Cemetery, its grounds, buildings and equipment;
- To assist with the administration of Cemetery paperwork from time to time, as required;
- To attend training courses in Cemetery management and administration, as required by the Council.

5. Operations

- To assist the Clerk to manage the Council's maintenance and open spaces contracts eg. Floral displays, bus shelters, benches, Christmas lighting;
- To assist the Clerk with the ongoing maintenance and monitoring of the Council's website and social media;
- To ensure the Council's obligations for Risk Assessments, Health & Safety and GDPR are properly met;
- To take responsibility for projects or activities as may be directed by the Clerk;
- To co-ordinate and maintain all training records;
- To undertake correspondence and research, and to produce information, data and reports, as required by the Clerk;
- To attend meetings and seminars, and act as a representative of the Council, as required by the Clerk;
- To assist in the production of the Council's publications and reports.

6. Additional roles

- To oversee the function of the **Events Committee**;
- To oversee the function of the **Open Spaces, Allotments and Rights of Way Committee**;
- To be responsible for supporting the Council's obligations as a statutory consultee in **Planning** matters by maintaining the Planning Register, writing up and submitting Council comments and monitoring appeals and enforcements;
- To oversee the management of the Council's **Allotments**.

7. General

- To assist as a member of the Council's Senior Management team that could involve taking responsibility for specific schemes, projects and events as requested by the Clerk;
 - To ensure the Council's Equal Opportunities policies are followed;
 - To ensure personal compliance with the Data Protection Act and GDPR, and maintain confidentiality of sensitive information;
 - To assist in maintaining good internal and external relations and promote the Council's reputation;
 - To work in a sustainable and ethical way and to spend public funds wisely.
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- To undertake such other responsibilities and functions as may be required from time to time, commensurate with the duties and responsibilities of the post.

This job description is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes of development.