

Halsall Parish Council - Assistant Parish Clerk

The primary role of the Assistant Parish Clerk is to support the Parish Clerk, the Chair and Halsall Parish Council to ensure the smooth functioning of Halsall Parish Council and Halsall War Memorial Playing Field and Hall Trust (Registered Charity 521111). The Councillors have decided to merge the work required to support the Charity and the Parish Council into a new role of Assistant Parish Clerk.

The Assistant Parish Clerk will work closely with the Halsall Parish Council Clerk and report to the Chair through the Parish Clerk.

The Assistant Parish Clerk is responsible for:

1. Maintaining effective records and administration
2. Managing bookings at two village halls
3. Ensuring that the decisions made by the Council are acted upon in a timely fashion.

Main responsibilities:

1. Maintaining effective records and administration
 - a. To receive documentation and correspondence on behalf of the Council and to assist the Parish Clerk in responding promptly to enquiries.
 - b. Ensure all financial records are correct and up to date, including receiving, paying and reporting on invoices for goods and services authorised by the Council.
 - c. Keep the asset register up to date and ensure all assets are maintained to a safe standard.
 - d. Ensure regular maintenance and other checks (such as PAT electrical, fire, boiler, play equipment and Legionella testing) take place at the required intervals and are recorded.
 - e. Submit meter readings for utilities as required
2. Manage bookings at two village halls
 - a. Take ad hoc bookings and ensure that the online calendar is updated with bookings.
 - b. Ensure that payment for ad hoc events is received prior to bookings being confirmed.
 - c. Monitor and regulate activities at the village halls, ensuring that hirers comply with agreed regulations and requirements.
 - d. Liaise with the cleaner to ensure that cleaning is undertaken and that cleaning supplies are purchased.
3. Ensuring that the decisions made by the Council are acted upon in a timely fashion.
 - a. Assist the Parish Clerk to manage a list of planned activities.
 - b. Assist the Parish Clerk to ensure that all statutory returns are made.
 - c. Attend two monthly meetings to record and monitor actions.
 - d. Ensure the Council complies with General Data Protection Regulations (GDPR).

Person Specification

Essential requirements

1. Excellent communication skills, both written and verbal.
2. Well organised and methodical and have experience of providing administrative support.

3. Excellent work ethic and meticulous attention to detail.
4. Able to work flexibly with a wide variety of individuals and organisations.
5. Able to give and receive feedback objectively and sensitively and to challenge constructively.
6. Able to respect and maintain confidentiality.
7. Able to work effectively as a team member.
8. Able to keep detailed and accurate financial records.
9. Good IT skills (Email, EXCEL & WORD) to enable preparation of documents; organise electronic files relevant to the Council's business, and the use of systems that allow for sharing of electronic documents to Councillors.
10. Committed to professional development and a willingness to develop new knowledge and skills as required.