



Royston Town Council Job Description

Job Title: Assistant Town Clerk & Finance Assistant (Promotion to Deputy Town Clerk once CiLCA qualification is completed)

Responsible to: Town Clerk

Position: Permanent – Full Time.

Hours of work: 37 hours per week. Monday to Thursday 8.45am to 5.15pm with a 1 hour lunch break. Friday 8.45am to 4.45pm with a 1 hour lunch break.

You will be required to attend occasional evening meetings for which you will accrue TOIL.

Salary: SCP 18: £24,313 per annum rising to SCP 23: £26,999 when qualified.

Pension: Automatic enrolment into the Local Government Pension scheme.

Skills: Ideally applicants will be able to demonstrate a knowledge of Local Government, be computer literate with a good knowledge of book keeping, preferably using SAGE accounts and payroll. Excellent communication skills and experience of organising and prioritising workloads is also required. Applicants should be willing to undertake a course of studying, during working hours, to enable them to achieve a local government qualification (CiLCA). This will lead to a promotion to become Deputy Town Clerk.

Duties and Responsibilities to include:

- To assist and provide administrative support to the Town Clerk for the activities of the Council.
- To undertake day to day management of the councils finances including invoicing, sales and purchase ledgers, and payroll.
- To produce monthly financial reports for council meetings.
- Daily use of SAGE accounts and monthly use of SAGE payroll software.
- To assist the Town Clerk in the preparation of and the monitoring and control of the annual budget.
- To prepare the Council's year end annual return.
- To attend and clerk council meetings when required.
- To prepare draft correspondence arising from minutes of meetings.
- To assist in the administration and management of properties owned by the council and to ensure the Assets Register is maintained.
- When requested, to coordinate/project manage/research projects being undertaken by the Council and provide administrative support for such projects.
- To provide cover for other tasks when other members of staff are not available.

General:

To attend training courses/events in connection with the duties of the post.

To hold, or work to obtain, the Certificate in Local Council Administration (CiLCA) and qualify within 18 months from the commencement of your employment. Studying will be completed during your normal working hours.

The list of duties is not to be regarded as exclusive or exhaustive. As a term of your employment you will be required to undertake other duties and requirements associated with your job.