

**JOB DESCRIPTION**

**ASSISTANT PARISH COUNCIL MANAGER**

**Overall Responsibilities**

The Assistant Manager will assist the Proper Officer of the Council in her duties and, in her absence, act as the Proper Officer and as such will be under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. In the absence of the Manager, the Assistant Manager will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Assistant Manager, in the absence of the Manager, is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. In the Manager’s absence, the Assistant Manager will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Assistant Manager will assist the Manager in her duties as the Responsible Financial Officer and in her absence will be responsible for all financial records of the Council and the careful administration of its finances. The Assistant Manager is the Assistant Manager to the Burial Board and to the Village Hall Management Committee.

**Specific Responsibilities**

1. In the absence of the Manager, ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To assist the Manager in monitoring and balancing the Council's accounts and preparing records for audit purposes and VAT.
3. To assist the Manager in ensuring that the Council's obligations for Risk Assessment are properly met.
4. To prepare, as instructed by the Manager, agendas for meetings of the Council, its committees and working parties. To attend such meetings and prepare minutes on behalf of the Manager.
5. To attend all meetings of the Council and all meetings of its committees and working parties as requested by the Manager, or in her absence.
6. In the absence of the Manager, receive correspondence and documents on behalf of the Council, deal with the correspondence or documents or bring such items to the attention of the Council and issue correspondence as a result of instructions of, or the known policy of the Council.
7. To assist the Manager in processing invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Assist the Manager in issuing invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To assist the Manager in studying reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. In the Manager’s absence draw up both on her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff in the Manager’s absence, in keeping with the policies of the Council and to assist, where appropriate, with all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To assist with issuing notices and preparing agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and, in the absence of the Manager, implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Manager and Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Manager/Assistant Manager as required by the Council.
16. To assist the Manager to administer the duties of the Burial Board including all statutory requirements.
17. To carry out the day to day duties required by the Village Hall Management Committee for the Village Hall.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Managers.
19. To attend the Conference of the National Association of Local Councils, Society of Local Council Manager’s, and other relevant bodies, as a representative of the Council as required.