



Stratford-upon-Avon Town Council

**JOB DESCRIPTION**

**Part-Time Deputy Town Clerk  
reporting to the Town Clerk**

The Deputy Town Clerk's (DTC) primary role is to assist the Town Clerk in advising Council and committees on the role and responsibilities of the Council and to lead and assist Council on its financial and legislative responsibilities, other than that statutorily required to be authorised by or undertaken by the Town Clerk as the Proper Officer and Responsible Finance Officer. The DTC will also take the lead on issues relating to the general responsibilities of Council, their services and facilities.

- 1) To represent or deputise for the Town Clerk on occasions when the Town Clerk is temporarily unavailable;
- 2) To write reports and clerk Finance & Audit Committee Meetings;
- 3) To clerk or be responsible for the clerking arrangements of sub-groups and working parties reporting to the aforesaid committee, or others at the discretion of the Town Clerk;
- 4) To be the Council's lead officer on the Town Transport Group and report accordingly;
- 5) To act as Council's lead officer on other external panels or groups as and when necessary, at the discretion of the Town Clerk (e.g. CCTV);
- 6) To act as the Council's administrator for the Community Infrastructure Levy;
- 7) To deputise for the Town Clerk in relation to being the Personal Licence holder for the sale of alcohol at the Town Hall;
- 8) To liaise closely with the Open Spaces Foreman on the financial aspects appertaining to the Council's cemetery and open spaces;
- 9) To have a full understanding of Council's SAGE accounting system;

- 10) To be proficient in the use of other common computer software packages;
- 11) To prepare all statutory returns as required;
- 12) To liaise with internal and external auditors during annual audit procedures;
- 13) To prepare the Annual Return and publish statutory notices accordingly;
- 14) To liaise with external accountants in preparation of Annual Accounting Statements;
- 15) To prepare for the Responsible Financial Officer (RFO) forecasts and budgets for submission to Council of a proposed overall annual budget and precept requirement;
- 16) To oversee specific financial reviews and projects including grant applications;
- 17) To make recommendations and report on the Council's Risk Management Strategy;
- 18) To predict, prepare and make recommendation on the Council's Forward Planning Strategy;
- 19) To give an overview on the financial aspects of Town Council events, services and aspirations;
- 20) To oversee and administer Council's investment portfolio;
- 21) To oversee and administer Council's banking arrangements;
- 22) To keep under review and advise as necessary on the Council's insurance arrangements;
- 23) To ensure that the financial valuations within the Council's Asset Register are maintained to enable completion of the Annual Return;
- 24) To be responsible for the compilation of VAT returns;
- 25) To liaise with Council's external payroll bureau service to ensure monthly payroll calculations, payslips, reports and bank payments are produced in a timely manner and checked for accuracy resulting in the monthly wages payments to Council employees;

- 26) To be Council employees first 'port of call' regarding enquiries relating to the salaries and wages payments, including calculation of various deductions, pay increases, arrears of pay, holiday pay, pensions etc.
- 27) To liaise with the Council's external payroll bureau service regarding Local Government Pension Scheme contributions and to ensure they submit monthly and annual returns, as required by Warwickshire County Council, including auto-enrolment requirements and notification of amendments;
- 28) To maintain associated costing systems and the preparation of payroll cost information for management accounting purposes;
- 29) To monitor cash flow to ensure sufficient funds are available in the bank current account to process payments;
- 30) To process payments using Debit Card (up to £500);
- 31) To oversee the Finance & Facilities Officer in administering Petty Cash and processing Debit Card payments, and monthly reconciliation thereof;
- 32) To undertake the preparation of monthly management accounts and reconciliations;
- 33) To review the management accounts variances and summarise in a monthly report;
- 34) To analyse Town Hall income and usage;
- 35) To process and check the eligibility of staff to use Council vehicles;
- 36) To keep a record of staff leave of absence and sickness;
- 37) To prepare and distribute Annual Leave Request forms, including adjustments for long service awards and the Christmas period shutdown, and calculation of holiday entitlement pro rata for part time staff;
- 38) To liaise with the Council's external payroll bureau service regarding Office for National Statistics (ONS) surveys and to ensure that monthly returns regarding the required payroll information;

- 39) To liaise with the Council's external payroll bureau service regarding Holiday Pay calculations for zero hour contract staff, including adjustments for long service awards;
- 40) To have a good working knowledge of other roles within the organisation to cover for absent colleagues.

**Town Clerk**  
October, 2020