

**SETTLE TOWN COUNCIL**  
**ASSISTANT TOWN CLERK**  
**JOB DESCRIPTION**  
**LC2 (SCP 23-25)**  
**£21,693 - £23,111 pro rata**  
**(approx. 14 - 21 hours per week)**

**Overall Responsibilities**

The Assistant Town Clerk will work generally under the instructions of the Town Clerk to ensure the smooth running of the Town Council.

In the absence of the Town Clerk the Assistant Town Clerk will be responsible for the operation of the Council's services, administration and financial management, including day to day supervision of all staff and regular dealings with members of the Council and the general public.

**Specific Responsibilities**

1. To assist the Town Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed.
2. To assist the Town Clerk with general financial matters such as keeping the accounts, preparing reports of income and expenditure, bank reconciliation statements, quarterly VAT returns, yearly audit of accounts, financial risk assessment and preparing the Council's annual budget.
3. To receive correspondence and documents on behalf of the Council and under the direction of the Town Clerk, or in the absence of the Town Clerk, the Mayor or another designated councillor, to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
4. Under the direction of the Town Clerk to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Also to issue invoices/rent demands on behalf of the Council for goods and services and to ensure that payment is received.
5. Under the direction of the Town Clerk build expertise in identifying opportunities for obtaining grants and preparing applications to funding bodies to reduce dependency on the Precept and to augment the Council's financial resources.
6. To assist the Town Clerk in undertaking the administrative procedures involved in Planning applications as they affect the Council's administrative area.
7. Under the general direction of the Town Clerk, deal with problems/issues raised by the public and councillors, over the telephone, through correspondence or at the office and to liaise with other bodies such as Craven District Council and North Yorkshire County Council.
8. To assist the Town Clerk in the preparation of agendas for all meetings of the Town Council and Council Committees. To attend meetings deemed necessary by the Town Clerk and/or the Council and to assist in the preparation of minutes for approval.

9. Under the general direction of the Town Clerk to maintain and develop the Town Council and Settle Market websites.
10. To produce press releases and photos for public consumption in order to promote the Council and maintain its public profile.
11. Under the general direction of the Town Clerk to maintain and develop the Settle Town Council Facebook Page.
12. To assist the Town Clerk in administering the allotments owned by the Town Council.
13. To assist with the organisation of events including Mayoral and civic events including, Remembrance Sunday, the switch on of the Christmas Lights, local community Festivals.
14. To attend training courses or seminars on the work and role of the Council as required by the Council.
15. To ensure that the Council's obligations in respect to Health and Safety and Risk Assessment are observed.
16. To support and liaise effectively with the Craven District Town Team.
17. To undertake such other duties as may be required from time to time commensurate with the level of the post.