



Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester
Forest East, Leicester LE3 3JE
Tel: 0116 239 0039
Email: clerk@lfe-parish-council.org.uk
www.lfe-parish-council.org.uk

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Assistant Parish Clerk Reporting to the Parish Clerk
Location:	The Parish Hall, Kings Drive, Leicester Forest East.
Hours of Work:	15 hrs per week. Working days to be agreed with the Parish Clerk. Occasional evening work may be required.
Pay scale:	Grade 18-22, £24,313-£26,317 per annum pro-rata: £12.64 per hour – £13.68 per hour dependant on experience.
Pension:	Local Government Pension Scheme.

A vacancy has arisen within the Parish Office for an Assistant to the Clerk.

It is likely that a suitable candidate will have had previous administrative experience, particularly, some exposure to basic accounts/book-keeping. We are looking for a flexible person who is happy to 'muck in' to ensure the smooth running of the Parish Council and its hall.

Overall Responsibilities

The Assistant Clerk will provide support to the Parish Clerk and Councillors in carrying out all the functions required by law of a local authority.

Specific Duties and Tasks

To assist the Parish Clerk in her duties, including (but not exclusively) the following:

- Supporting with the maintenance of Council accounts, to include keeping the Council's computerised accounts system up to date and to produce reports from it.
- Handling bookings for the Parish Hall; arranging the necessary paperwork, issuing and pursuing invoices, showing hirers around the hall and managing the deposit process.
- Receiving invoices for goods and services to be paid for by the Council and to ensure these are processed for payment.
- Ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
- Improving aspects of Parish life by drawing on own initiative, discussions with the Parish Clerk 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.
- Maintaining the Parish Council's website and Facebook page.
- Issuing invoices on behalf of the Council for goods and services and to ensure payment is received.

- Issuing notices and updating the noticeboards.
- Attending the Parish Council Meeting in the absence of the Parish Clerk and to draft Minutes of these meetings and to implement the decisions that are agreed by the Council.
- Receiving correspondence, documents, emails and telephone calls on behalf of the Council and bring such items to the attention of the relevant Local Authority or organisation and the Parish Clerk.
- Acting as the representative of the Council as required.
- Attending training courses or seminars on the work and role of the Assistant Clerk as required by the Parish Clerk or Council.
- Carrying out other duties as required by the Parish Clerk.

Key Skills required

- Knowledge of Bookkeeping/Cashbooks/Sales and Purchase Ledgers
- Experience of working in an administrative capacity.
- Excellent verbal and written communication skills.
- To have a minimum GCSE grade C (or equivalent) in both Maths and English.
- A keen eye for detail.
- Experience of working in a public facing role.
- Ability to work well on their own or as part of a team.
- Experienced and confident user of Microsoft Word, Excel, Outlook, the Internet, Websites and Social Media platforms (including Facebook).
- Excellent telephone manner.
- Methodical working approach with attention to detail.
- Experience of working flexibly, prioritising and multi-tasking.
- Experience of working as part of a team.
- Confidence in dealing with unexpected / difficult situations / people.

Desirable Skills

- Experience of minute taking would be useful.

Application Process

Please request a recruitment pack from:

Mrs Holly Mann (Clerk to the Parish Council)
 The Parish Hall,
 Kings Drive,
 Leicester Forest East, Leicester
 LE3 3JE

clerk@lfeparishcouncil.org.uk

0116 239 0039

Interviews will likely be held week commencing Monday 30th March.

If you would like to know more about the post, or would like to discuss it further, please contact Holly Mann (Clerk to the Parish Council) via phone or email (clerk@lfeparishcouncil.org.uk).