

NEWENT TOWN COUNCIL AND BURIAL AUTHORITY



Annexe Building, rear of
Newent Community Centre,
Ross Road,
Newent,
Glos,
GL18 1BD
Tel: 01531 820638

DEPUTY TOWN CLERK AND BURIALS OFFICER

JOB DESCRIPTION

The Town Council strives to provide the community of Newent with good quality services and maintain these services to a high standard. The Deputy Town Clerk will ensure the delivery of these services through support to the Clerk and Council.

Job Summary: To assist the Clerk to the Council in the execution of all Council business and to meet the Town Council's statutory requirements. To deputise for the Clerk during their absence.

Main Duties and Responsibilities

1. Deputise for the Town Clerk and carry out the statutory and delegated functions of the Town Clerk in their absence as required
2. Ensure competence and compliance with statutory and other provisions including Year End accounts, Transparency Act, GDPR and Health & Safety
3. To act as Clerk to the Planning Committee preparing agendas and minutes, sending consultation responses on behalf of the Council and recording all responses and decisions
4. To act as Clerk to Council Committee structure with the Town Clerk
5. Assist the Clerk in preparing agendas and supporting documentation for the Council and its Committees
6. Implement decisions made by the Council at the direction of the Clerk
7. Maintain an effective computer filing system to record the business of the Council in recoverable format
8. To maintain burial records and deal with all cemetery enquiries
9. To keep up to date with Cemetery legislation and best practice
10. To liaise with Funeral Directors, Stonemasons, Ministers and others as appropriate

11. Act as first point of contact for the public
12. To record financial processing and management information using Omega Financial software
13. To regularly bank all money received by the Council
14. Manage petty cash in line with Council policy
15. Process invoices for payment, prepare BACS and cheque payments and to ensure that all money due to the Council is invoiced and collected promptly
16. Monitor and ensure that the accounts are reconciled monthly and financial reports prepared for Council as required
17. Ensure that the Council buildings and equipment meet all of the required legal compliances
18. To ensure that the Council's notice board and website are current
19. Manage and develop Newent Town Council's social media presence
20. Organise meetings for Councillors and outside representatives
21. Work with the Clerk to prepare draft policies for the Council to ensure compliance
22. To maintain an appropriate level of office supplies and materials as required
23. Any other duties which the Clerk may determine from time to time.