

MILFORD-ON-SEA PARISH COUNCIL

The Old Clock House ~ 22 High Street ~ Milford-on-Sea ~ Hampshire ~ SO41 0QD



JOB DESCRIPTION Assistant Parish Clerk

20th April 2021

1. Responsible to the Parish Clerk or in his absence the Chair of the Council.
2. Main Purpose: To assist the Parish Clerk and in his absence, to take responsibility for the operation of the Council's administrative and financial management, including day to day supervision of appointed contractors and regular dealings with members of the Council and the general public.
3. **Duties:** (under the direction of the Parish Clerk)
 - a. To act as Clerk to the Planning Committee and as required additional Working Groups of the Council as instructed by the Parish Clerk. (this will include the preparation of agenda and reports, attending meetings and preparing draft minutes for approval by the relevant Chairman.
 - b. Liaise with the relevant authority on planning and tree work applications as required.
 - c. Submit monthly payroll to the Parish Council's accountant and ensure wages and salary payroll are maintained accurately and up to date.
 - d. Submit monthly Pension payment to Hampshire County Council Pension Department.
 - e. Deal with public enquiries on a range of different subjects.
 - f. In conjunction with the Parish Clerk, carry out an annual review of the Council's Policies and recommend updates, as necessary.
 - g. Undertake the administration on a number of community projects including memorial bench maintenance, environmental projects, village floral and Christmas decorations, tourism group, allotments and village green bookings.
 - h. Update the Parish Council website, social media, IT and the Parish Council newsletter (Village Voice).
 - i. Attend such training courses or events as the Council may reasonably require in connection with the duties of the post.
 - j. Additional tasks as directed by the Parish Clerk.