



DEREHAM TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE	Town Council Officer
DATE ISSUED	November 2023
JOB PURPOSE	To ensure the efficient running and administration of council affairs.
RESPONSIBLE TO	The Town Clerk (Deputy Town Clerk in the absence of the Town Clerk) on behalf of Dereham Town Council.
LIAISON WITH	Other Council staff, members of the public and outside contractors.
MAIN RESPONSIBILITIES AND DUTIES.	<p style="text-align: center;">Town Council Officer</p> <p>General Administration - to assist in the various administrative and practical duties required within the main functions of the Town Council. To assist and to cover staff during holidays and sickness.</p> <p>To take responsibility for:</p> <ul style="list-style-type: none">• administering the Community Car Scheme. This entails dealing with phone calls from the public who require transport to and from medical/essential appointments, liaising drivers to ascertain availability.• Financial administration. Receiving invoices, setting up payments, reconciling accounts and entering receipts and payments accurately into the accounting software. <p>In addition to this specific responsibility the Officer will be allocated other responsibilities. These could include:</p> <ul style="list-style-type: none">• Organising cultural events• Administering maintenance of play areas.• Administering allotment tenancies• Administering the markets, burials, Memorial Hall.• Sourcing and ordering equipment and consumables.• Preparation of agendas, attending meetings and preparing minutes of the meetings.• Managing and maintaining the web-site <p>Staff Training – to train other staff as required. To take on any other duties commensurate with the grade.</p>

OTHER CONDITIONS	The appointment is subject to the scheme of conditions of service as agreed by the National Joint Council for Local Government Services as amended.
SALARY LEAVE WORKING HOURS	<p>Spine point 12 - 22 (£26,421 to £31,364) per annum (time and a half on Saturdays and double time on Sundays.) This is paid monthly into your bank account on 23rd of each month.</p> <p>23 days per year pro-rata (increasing to 27 days after 5 years local government service) plus bank holidays</p> <p>37 hours per week over five days (Monday Friday). A lunch break of 30 minutes will be taken when working more than 5 hours in any one day, this is to be taken between 12.30pm and 2.30pm on a rota basis. Lunch breaks one hour or over would require consent from the Town Clerk/Deputy Town Clerk.</p> <p>The standard working hours are Monday to Friday, 8.30am to 4.30pm.</p> <p>This post will require you to attend some evening meetings from time to time. These are normally on a Tuesday between 6:45pm and 10:00pm, for which time off in lieu will be given.</p>
PENSION	Automatic enrolment with the Local Government Pension Scheme.