

Deputy Parish Clerk – Job Description
Halstead Parish Council

1. Job Title: Deputy Parish Clerk

2. Responsible to: Parish Clerk & Responsible Financial Officer (RFO)

3. Job Purpose: To support the effective administration, governance, and day-to-day operations of Halstead Parish Council, ensuring high-quality services to residents and resilience within the Clerk's office. The postholder will deputise for the Clerk/RFO as required.

4. Key Responsibilities

4.1 Council Administration

- Prepare agendas, papers, and meeting documentation.
- Attend meetings, take minutes, and maintain action logs.
- Manage correspondence and communications.
- Maintain filing systems and GDPR-compliant records.

4.2 Governance & Compliance

- Support statutory duties, transparency requirements, and audit deadlines.
- Assist with policy reviews and risk assessments.
- Maintain registers, logs, and compliance trackers.

4.3 Finance & Audit Support

- Assist with purchase orders, invoices, payments, and budget monitoring.
- Support internal and external audit processes.

4.4 Facilities, Assets & Contractors

- Support management of Council assets and facilities.
- Assist with inspections, maintenance, and contractor liaison.
- Manage bookings and invoicing for facilities.

4.5 Community & Communications

- Support community engagement, events, and consultations.
- Assist with website updates, social media, newsletters, and notices.
- Respond to resident enquiries.

4.6 Deputising for the Clerk

- Deputise for the Clerk/RFO as required.
- Provide cover during absence.
- Act within delegated authority.

5. Working Relationships

Clerk/RFO, Councillors, residents, contractors, district/county officers, auditors.

6. Hours and Working Pattern

10–12 hours per week. Working patterns must be agreed with the Clerk/RFO in advance.

7. Salary

NJC SCP 13–16.

8. Location

Home-based with on-site work and meeting attendance.

Deputy Parish Clerk – Person Specification

Criteria	Essential	Desirable
Education & Qualifications	Good standard of general education	CiLCA (or willingness to work towards it)
Experience	Administrative experience; minute-taking; managing correspondence; working independently	Local government/parish council experience; finance administration; facilities/asset management
Knowledge	Understanding of confidentiality, GDPR, and governance principles	Knowledge of Local Government Act, audit requirements, transparency code
Skills	Excellent written and verbal communication; strong IT skills (Microsoft 365); accuracy and attention to detail; ability to prioritise	Website or social media management; community engagement
Personal Qualities	Professionalism; integrity; reliability; ability to work evenings for meetings	Interest in community development
Other Requirements	Ability to work 10–12 hours per week; working pattern agreed with Clerk/RFO in advance	Local area knowledge