



<b>Job Description:</b>	<b>Deputy Town Clerk and Deputy RFO</b>
<b>Job Title:</b>	<b>Deputy Town Clerk and Deputy RFO</b>
<b>Hours</b>	37 Hours per week
<b>Pay Scale:</b>	Based on NJC scale points SPC 29 – 32
<b>Based at:</b>	Andover Town Council, Office 107, Incuhive Andover, Chantry House, Andover, SP10 1LS
<b>Job Purpose:</b>	To deputise for the Town Clerk and RFO To provide services and support for the Planning Committee. To administer the Town Council's finances with the RFO
<b>Responsible to:</b>	The Town Clerk
<b>Responsible for:</b>	To deputise for the Town Clerk and RFO To provide services and support for the Planning Committee. To administer the Council's SiD provision under supervision of the Planning Committee. To administer the Town Council's finances with the RFO
<b>Key Duties</b>	
<b>Deputy Town Clerk General:</b>	<ul style="list-style-type: none"> <li>• To assist the Town Clerk with developing new initiatives, projects and plans to meet the Council's Aims and Objectives</li> <li>• Carry out any research needed for furtherment of future projects required by the Council and Town Clerk.</li> </ul>
<b>Deputy RFO General:</b>	<ul style="list-style-type: none"> <li>• To ensure that all invoices are processed in a timely fashion to enable the RFO to make payment</li> <li>• To ensure that all bank statements are reconciled in a timely fashion for reporting to P&amp;R and Full Council.</li> <li>• To ensure that all additional staffing costs are paid – HMRC, NEST.</li> <li>• Be responsible for claiming back VAT in a timely fashion.</li> <li>• To maintain the Edge Finance system so that it is always up to date.</li> <li>• To assist the RFO to undertake the internal and external audits.</li> <li>• To attend Policy and Resources Committee with the RFO and assist with any reporting required.</li> </ul>
<b>Planning Committee</b>	<ul style="list-style-type: none"> <li>• Responsible for all administration for the Planning Committee, to include;               <ul style="list-style-type: none"> <li>○ Agenda production</li> <li>○ Minutes writing and reporting</li> <li>○ Report production</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Reporting planning responses to TVBC and following up on any reaction.</li> <li>○ To administer the Councils SiDs provision, new positions, rota, reporting to Committee.</li> </ul>
<b>Policy Administration</b>	<ul style="list-style-type: none"> <li>● To work with the Town Clerk to write policy for adoption by Full Council</li> <li>● To ensure that adopted policies are up to date.</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>● To be responsible for the training of the Admin Assistants training as a Committee Officer.</li> <li>● To set performance targets for the Admin Assistant/Committee Officer.</li> <li>● To conduction appraisals for the Admin Assistant/Committee Officer.</li> </ul>
Any other duties which may, from time to time, be considered appropriate.	