

## **VACANCY**

### **ASSISTANT CLERK TO BRICKHILL PARISH COUNCIL**

17 Hours per week based in St Marks Church and Community Centre, Calder Rise,  
Brickhill

Salary Scale LC2 Point 18 -23 (£29,269 - £32,076) pro rata depending on experience

This is an opportunity to start a career in local government with the chance to work towards becoming a qualified clerk. You will also be enrolled in the Local Government Pension Scheme. The vacancy would especially suit someone local to Brickhill given the need to meet prospective and existing tenants on the Allotment Site at Foster's Brow, off Brickhill Drive, but all candidates are welcome.

#### **Overall Responsibilities**

The Assistant Clerk to the Council will be responsible for assisting the Clerk with aspects of administration, bookkeeping and communications as required ensuring that the Council fulfils its function as a Local Authority.

#### **Specific Responsibilities**

1. To maintain appropriate records and accounts of all matters pertaining to Brickhill Allotments including tenancy agreements and rents. This will involve maintaining the waiting list and meeting prospective and existing tenants on a face-to-face basis.
2. To inspect the allotment site on a regular basis to ensure that terms and conditions of the tenancy agreements are respected by all tenants and to issue appropriate correspondence and notices to quit.
3. To inspect the allotment site on a regular basis to report to the Clerk or the Council on the maintenance and safety of the site and to issue instructions to and supervise the work of the authorised maintenance contractor.
4. To attend the three annual evening meetings of the Allotment Committee held at St Marks in February, May and November. To prepare the notice of meeting, the agenda and to minute the meetings.
5. If not already qualified, to work towards the achievement of the status of Qualified Clerk

## General Responsibilities

To perform any reasonable additional duties requested by the Clerk as are required to assist the Clerk and the Council to fulfil the functions of Brickhill Parish Council. This may include:

- i) To assist the clerk to maintain the Council's accounts and prepare records for audit purposes and VAT.
- ii) To prepare, in consultation with appropriate members and/or the Clerk, notices and agendas for meetings of the Council and Committees where such duties have been delegated by the Clerk and to post notices on parish notice boards.
- iii) To attend meetings of the Council and meetings of its committees and sub-committees where such duties have been delegated by the Clerk and to make appropriate records of the proceedings.
- iv) To assist the Clerk to handle correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council where such duties have been delegated by the Clerk. To issue correspondence as a result of instructions from the Clerk or the known policy of the Council.
- v) To answer the parish council telephone and to perform general office duties eg photocopying, email etc.
- vi) To assist the Clerk in production of reports, documents and publicity materials for example, allotment maintenance reports, newsletters, allotment gardeners' handbook etc.

Please send your CV plus a covering letter explaining why you should be considered for the position either:

via e-mail to [clerk@brickhillparishcouncil.gov.uk](mailto:clerk@brickhillparishcouncil.gov.uk)

or via post to:

Mrs S Bottoms  
Clerk to Brickhill Parish Council  
St Marks Church and Community Centre  
Calder Rise  
Brickhill  
MK41 7UY

**Closing date for applications is Monday 15<sup>th</sup> July 2024**