

Bramshott & Liphook Parish Council

Role Profile

Last updated: January 2023



Job title:	Deputy Executive Officer
Level:	Manager or Supervisor Role defined as: <ul style="list-style-type: none">• Role that contributes and achieves results through others• Performance of the job holder is measured by own results and the results of their team.
Base location:	The Parish Office, Midhurst Road, Liphook GU30 7TN
Responsible to:	Executive Officer
Responsible for:	Directly: Senior Administration Officer, Events & Communications Manager Indirectly: Administrative Assistant
Role summary: <i>(the primary purpose of the role)</i>	<p>Under the guidance of the Responsible Finance Officer, to carry out the day to day financial management of the council including data entry, financial reports, arranging payments, payroll administration, VAT returns and assisting with internal audit visits. To assist the Executive Officer, who is the “Proper Officer” for statutory functions of the council, in the strategic and operational work of Bramshott and Liphook Parish Council.</p> <p>In the absence of the Executive Officer, the Deputy Executive Officer will deputise on all aspects of the work carried out by the Executive Officer. The Executive Officer and Deputy Executive Officer are expected to plan ahead and work flexibly to cover each other’s absences to provide a professional, efficient and consistent service to the Council, its customers and other stakeholders.</p>
Key accountabilities <i>(High level responsibilities rather than the day to day activities of the role)</i>	
➤ Support the Council, working closely with the Executive Officer, in the development, implementation, maintenance & evaluation of its financial plans, policies, procedures and internal financial controls and ensure that they are adhered to by all users	
➤ Deputise for the Executive Officer and provide cover during periods of absence	
➤ Responsible for management and appraisal of line managed staff	
➤ Provide committee services and procedural advice to one or more committees.	
➤ Assist in maintaining the accounts, preparing the draft annual budget and precept proposals, working closely with the Executive Officer	
➤ Provide reports and advice for the Council, Committees of the Council and external bodies as required	
➤ Liaise with both the Council’s Internal and External Auditor’s and provide necessary information to comply with statutory audit requirements within the required time scales	
➤ Ensure all insurance claims are made with the council’s insurers and followed up as necessary.	
➤ Support the Executive Officer to ensure all required documentation and data is securely stored	

➤ Support the Executive Officer in actively seek alternative sources of funding and new income generation opportunities for the Council
➤ Ensure that all invoices, correspondence and back up documents are filed promptly and in an appropriate manner, and that computerised accounting and payroll systems are updated and backed up regularly
➤ Liaise with external bodies, responding to all deadlines with regards to returns, payments and all relevant correspondence in a planned and structured manner within the required time scales
➤ Keep up to date with accounting, charity and council law to ensure legislation is followed
➤ Ensure that the Council complies with all legal and health & safety requirements
Role specific competencies
<i>Role specific competencies are behaviours and skills required for this specific role or work environment</i>
Communication (oral and written)
➤ Receives, understands and conveys information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others
Teamwork and Motivation
➤ Is supportive and encouraging of others in a team; help to build co-operation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in the team
Liaison and networking
➤ Participates in networks within the Council or externally
Service delivery
➤ Deals with internal or external contact where the service is usually initiated by you, working within the Council's overall procedures or policies and understands and explores customer's needs; adapts the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information, cost)
Decision making processes and outcomes
➤ Is party to some collaborative decisions; works with others to reach an optimal conclusion
Planning and organising resources
➤ Carries out planning on a long-term or strategic basis that will affect the whole Council. Gives input into setting of the overall budget
Initiative and problem solving
➤ Resolves problems where there is a mass of information with a range of potential options available; applies creativity to devise varied solutions, approaching the problem from different perspectives
Work environment
➤ Work in an environment which is relatively stable and has little impact on you or the way in which work is completed
People management
➤ Promotes and demonstrates personal and professional development for self and others
Team development
➤ Advises or guides new starters working in the same role or team on standard information or procedures
Role skills, qualifications and experience
<i>Job requirements and professional qualifications essential to complete the role</i>
➤ Essential
➤ To hold or within two years of appointment the role holder will be required to have passed the Certificate in Local Council Administration (CILCA).
➤ Have an understanding of financial procedures.
➤ Experience of supervising staff.
➤ Able and willing to work evenings as required for council meetings

➤ Able and willing to work in other locations within the Parish
➤ Competent in using IT systems (including word processing and spreadsheets) with good general IT awareness including using the Internet, websites and social media
➤ Desirable
➤ Previous experience working in a Town or Parish Council.
➤ General understanding of Health & Safety requirements for business and the public
Additional Information
➤ The role holder must at all times carry out their responsibilities with due regard to the Council's policy and commitment to Equal Opportunities
➤ The role holder must accept responsibility for ensuring that the Council's policies and procedures relating to Health and Safety in the workplace are adhered to at all times
➤ The role holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act
➤ The role holder must carry out their responsibilities with due regard to the non-smoking environment of Bramshott & Liphook Parish Council
➤ The role holder is expected to undertake professional development relevant to the role, including attending training courses as requested by their line manager
➤ This role profile is a guide to the nature of the work required of the Deputy Executive Officer. It is not wholly comprehensive or restrictive. The Council may from time to time wish to amend this role profile. You may be required to undertake other duties to meet the requirements of the job