



PILSLEY PARISH COUNCIL

JOB DESCRIPTION

CLERK TO THE COUNCIL / RESPONSIBLE FINANCE OFFICER

Overall Responsibilities

The Clerk to the Council will act as the Proper Officer of the Council and as such will ensure that all the statutory functions of the parish council are discharged and, in particular, will serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions and decisions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The clerk will have a key relationship with the chair of the parish council.

The Clerk will also act as the Council's Responsible Financial Officer and be responsible for all financial records of the Council and the careful recording and administration of its financial activities.

Specific Responsibilities

To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

To monitor and balance the Council's accounts and prepare records for review and audit purposes and for VAT.

To ensure that the Council's obligations for Risk Assessment are properly met and implemented.

To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.

To attend all meetings of the Council and all meetings of its committees and sub-committees.

To receive 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. To issue correspondence as a result of instructions of, or on the basis of the known policies of the Council.

To receive and report on invoices for goods and services received by the Council and to ensure such accounts are paid (unless disputed). To issue invoices on behalf of the Council for goods and services and to ensure payments are received.

To attend site meetings in the parish on behalf of the council with contractors and other providers of goods and services to the council.

To study reports and research other data on activities relevant to the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

To draw upon both on his/her own initiative and on the suggestions of Councillors for proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff.

To monitor and review the adopted policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

To act as the representative of the Council as required.

To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

To attend training courses or seminars relevant to the work and role of the Clerk as required by the Council.

If not already in possession, to work towards the achievement of the CiLCA Qualification as a minimum requirement for effectiveness in the position of Clerk to the Council.

To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: (Suggested is membership of The Society of Local Council Clerks).

To attend Conferences of the Derbyshire Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

PERSON SPECIFICATION

CLERK TO THE COUNCIL / RESPONSIBLE FINANCE OFFICER

Essential Qualities

Experience of office administrative procedures in the public and/or private sector.

A good working knowledge of information technology; in particular the Microsoft Office suite of programmes and web-based communication systems.

Experience of financial record keeping and procedures and the ability to prepare budgets and financial statements with the support of a relevant financial software package.

Ability to produce accurate and concise reports for presentation to the council, concise minutes of council meetings and notes of meetings attended on behalf of the council in a timely fashion.

Ability to communicate, verbally and in written form with a wide cross section of individuals and organisations who are in contact with the council.

A strong commitment to the local community.

Desirable Qualities

Knowledge and understanding of local government structures and functions, practices and procedures.

Experience of managing small groups of staff and of managing relationships with suppliers of goods and services to the council.

Access to transport in order to attend meetings in the parish (an additional allowance will be paid for this)

Holding of a relevant academic qualification.