

# **JOB DESCRIPTION – PARISH CLERK**

## **Overall Responsibilities**

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions 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 be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

## **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. 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 the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of 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.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. 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 work of other staff.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. 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.
14. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
19. To act as Clerk to The Henry Warford Charity (Tatenhill Parish)

# PERSON SPECIFICATION

E = Essential  
D = Desirable

| FACTOR   | REQUIREMENT  | METHOD OF ASSESSMENT           |
|--|--|--------------------------------|
| <b>QUALIFICATIONS</b>  | D A degree or professional qualification in a relevant discipline.   | Application Form               |
|  | D/E Certificate in Local Government Administration will be a requirement of the post, however training will be provided if necessary.          | Application Form               |
|  | E Evidence of continuing professional development. Suggested is membership of your professional body The Society of Local Council Clerks.      | Application Form               |
|  | D A suitable management qualification, however formal management training will be essential.   | Application Form               |
| <b>EXPERIENCE</b>  | E Experience in strategic and operational management of a developing organisation.   | Application Form and Interview |
|  | E Experience in leading multi-disciplinary projects.   | Application Form and Interview |
|  | E Experience of the management of change to bring about continuous improvement.  | Application Form and Interview |
|  | E Experience in financial management and resource allocation and preparing financial information & records.                                    | Application Form and Interview |
|  | E Experience in maintaining simple accounts electronically, making VAT returns, administering a real time PAYE system, and facilitating audit. | Application Form and Interview |
|  | E Experience of preparing and presenting detailed reports.   | Application Form and Interview |
|  | E Experience working in a collaborative way with other organisations and communities of place and interest.                                    | Application Form and Interview |
|  | D Experience of providing governance and leadership to communities.  | Application Form and Interview |
|  | D Experience of evaluating management information needs and introducing ICT support.   | Application Form and Interview |
| D Experience of compliance with data protection legislation. | Application Form and Interview   |                                |
| <b>KNOWLEDGE/ SKILLS</b>                                     | E Ability to see the “big picture” and articulate it through strategies and organisational planning.   | Application Form and Interview |
|  | E Knowledge and experience of administrative procedures and servicing meetings.  | Application Form and Interview |
|  | E Knowledge of basic bookkeeping and accounts  | Application Form and Interview |

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| <p><b>KNOWLEDGE/<br/>SKILLS</b><br/><br/>(Continued)</p> | <p>E Ability to communicate and win acceptance of the vision of the organisation.</p> <p>D Strong management skills.</p> <p>D An understanding of local government legislation and procedures.</p> <p>D Knowledge of developing quality management for service processes.</p> <p>D An appreciation of the role of ICT in business and a sound understanding of the potential of E-government.</p> <p>E Knowledge and experience of IT including Microsoft Office and adding information to Web sites</p> <p>E Proven communication and negotiating skills.</p> <p>E Ability to balance conflicting demands and to find acceptable ways forward</p> <p>E A working knowledge of data protection legislation</p>                  | <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> |
| <p><b>OTHER</b></p>                                      | <p>E Ability to work under pressure.</p> <p>E Flexible approach to deadlines.</p> <p>E Commitment to customer care, and equal opportunity in employment and service delivery, as well as a determination to improving effectiveness &amp; efficiency.</p> <p>E To be loyal, passionate about the work and innovative</p> <p>E Willingness to work outside office hours</p> <p>E Good interpersonal skills and the ability to demonstrate diplomacy</p> <p>E Ability to build up a good relationship with councillors, colleagues, the community and other organisations that the Council works with</p> <p>E Self motivated &amp; innovative with a positive “can do” attitude</p> <p>E Ability to maintain confidentiality</p> | <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form and Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>   |