

Job description

Clerk to West Rainton Parish Council

Overall responsibilities

1. 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.
2. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
3. 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 be responsible for all financial records of the Council and the careful administration of its finances.

Specific responsibilities

4. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
5. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
6. To ensure that the Council's obligations for Risk Assessment are properly met.
7. To prepare, in consultation with appropriate members, agendas for meetings of the Council and committees. To attend such meetings and prepare minutes for approval.
8. To attend all meetings of the Council and all meetings of its committees and sub-committees.
9. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents to 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.
10. 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.

11. 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.
12. 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.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. To issue notices and prepare agendas and minutes for the Parish Meeting: To attend the assemblies of the Parish Meetings and to implement the decisions made at the assemblies that are agreed by the Council.
16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of the Council.
17. To attend training courses or seminars on the work and role of the clerk as required by the Council.
18. 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.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: It is suggested you register for membership of your professional body, The Society of Local Council Clerks.
20. To attend the Conference of the National Association of Local Councils, the Society of Local Council Clerks and their relevant bodies as a representative of the Council as required.

Person Specification

Clerk to West Rainton Parish Council

Competency	Essential	Desirable	Method of Assessment
Education, Professional qualifications and training	Recognised numeracy and literacy qualification	Certificate in Local Council Administration	Application form /interview
Skills, Knowledge and experience	<p>Experience of office and financial administration</p> <p>Experience of customer care/services</p> <p>Good knowledge of local government practices</p> <p>Sound book keeping skills</p> <p>Excellent communication skills– both orally and in writing to a variety of audiences</p> <p>Excellent organisational skills</p> <p>Good all round IT skills - especially microsoft word, excel and power point</p>	<p>Local government experience</p> <p>Experience of customer complaints and FOI handling</p> <p>Working knowledge of parish or town council</p> <p>Electronic booking keeping or financial system experience</p> <p>Knowledge of local government account and audit requirements</p> <p>VAT and or income tax knowledge/experience</p>	Application form /interview

Competency	Essential	Desirable	Method of Assessment
Skills, Knowledge and experience (continued)	Ability to work unsupervised and use own initiative but also work as part of a team	<p>Experience of communication with elected members</p> <p>Confident public speaker</p> <p>Experience of home working</p> <p>Website development and / or administration</p>	
Personal Qualities/Circumstances	<p>Ability to work under pressure and to tight timescales</p> <p>Willingness to work evenings for attendance at meetings</p> <p>Flexible attitude to working arrangements to meet the council's needs</p> <p>Friendly and approachable attitude</p> <p>Access to public transport or car</p>	Current Driving license	Application form /interview