

## Job Description

### Parish Clerk and Responsible Financial Officer

#### Section 1: Role

The Clerk of the Parish Council will be solely responsible for the administration of the Council's business. The range of responsibilities expected of a new Clerk in order to fully fulfil the needs and best interests of the Parish Council are set out as follows:

- Act as Proper Officer and Responsible Financial Officer for Charlton Kings Parish Council
- Fulfil the role of Council and Committee Secretary
- Purchase goods and services on behalf of the Council
- Liaise with other authorities and bodies
- Manage the day to day business of the Parish Office and staff
- Manage the Council's IT systems and website
- Actively manage the Council's land and property assets to optimize revenue and value to the community
- Manage projects that deliver the objectives of the Parish Plan

#### Section 2: Duties

##### (i) Ensuring compliance with legal duties

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

##### (ii) Managing Parish Council, Committee, and Parish meetings

- Prepare informative agendas for meetings of the Council, in consultation with appropriate Councillors.
- Attend all meetings of the Full Council, take a formal Minute of the meeting and create an Action Log. Ensure that these actions are taken in advance of the following meeting.
- Prepare, and agree with the Chairs, the agendas for committee meetings, but attend and minute only key meetings where the Clerk's presence is required.
- Issue notices and agendas for the Parish Council's statutory annual meeting and the Charlton Kings Community open meetings (Parish Meetings).

### **(iii) Delivering Council's strategic purpose**

- Develop the Charlton Kings community hub concept and liaise with potential partners.
- Draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and advise on the practicability and likely effects of specific courses of action.
- Update Council's business plan and monitor progress of schemes.
- Bring forward draft policies and scheme proposals to reflect community needs.
- Receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council. Prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings.
- Draft responses to third party consultation exercises.
- Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

### **(iv) Parish Administration**

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Ensure adequate links are maintained to partner organisations to enable community contact to be established to report problems and seek information, notably via new website and partner presence in office from time to time to meet with residents
- Place and manage orders for the purchase and supply of goods and services.
- Manage upkeep of the two public toilets
- Market the Council's community venues for hire and manage the associated booking systems.
- Ensure the letting and effective management of Parish allotments.
- Work collaboratively with the Chairs of all relevant committees in the oversight of those elements of the Council's business.

### **(v) Health and Safety**

- Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

**(vi) Financial management**

- Manage the annual budget for Council and its committees, and prepare financial statements on a monthly basis in accordance with financial regulations.
- Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- Ensure that correct financial records are kept and that internal checking regimes are established.
- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- Research and bring forward opportunities to apply for grants to support programme aspirations.

**(vii) Staff Management**

- Manage their own work, and that of administrative assistant (currently 1 member of staff) and service contracts, by agreeing job descriptions and annual work plans, and contributing positively to reviews of performance
- Work collaboratively with their nominated Line Manager (Chair/Vice Chair of Council) to draw up (by end February) an annual Work Plan for the year ahead based on this Job Description (covering the period 1<sup>st</sup> April – 31<sup>st</sup> March each year). Monitor and report quarterly and hold an annual review by the end of April the following year.
- Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.
- Attend training courses or seminars on the work and role of the Clerk, as agreed with the Line Manager.
- As a minimum requirement for effectiveness in the position of Clerk to the Council the candidate needs to have obtained a Certificate in Local Authority Administration (CiLCA) or give a commitment to work towards obtaining this qualification
- Maintain records of staff hours, leave etc for Member approval.
- Supervise any other members of staff as their Line Manager, in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

**(viii) Communications**

- Manage the Parish Council's website and ensure it is accurate and up to date.
- Identify items to post on the website and in The Local Answers.

- Devise new ways to communicate with our community in order to find out their priorities and requirements.
- Attend if required regional / national conferences of representative bodies likely to have agenda items of interest affecting the future development of the Parish Council and report back to the Council on relevant issues
- Work cooperatively with the media to promote the role and a positive public perception of the Council.
- Act as the representative or spokesperson of the Council as required.

### **Section 3: Working hours**

The majority of the time requires the Clerk to be office based but there is a requirement to attend monthly evening meetings of the Council held on a Monday, together with meetings of two Standing Committees and two Community Open Meetings (Parish Meetings). The Clerk's hours would need to be a minimum of 30 hours per week of which 28.5 hours would be expected to be fully office based with a further 1.5 hours a week contributing to 6 hours a month to cover evening meetings (minutes to be prepared during office hours) thereby avoiding the need for 'in lieu time' and the resulting disruption to productive hours. The Council is prepared to be flexible in agreeing how these hours are to be achieved.

### **Section 4: Qualifications, on-going training and recognition of examination success**

In order to fulfil these roles effectively and lead the Council's achievement of the Quality Gold Award under the Local Council Award Scheme it is necessary for the Clerk to have / or shortly to achieve CiLCA qualification.

Under the National Agreement up to three incremental awards for achievement of recognised qualifications will be awarded. One additional salary point will be added to the salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- The Certificate in Local Council Administration (CiLCA)

And other relevant qualifications such as:

- Community Governance – Level 4 (Cert HE)
- Community Governance – Level 5 (FdA)
- Community Governance – Level 6 (BA Hons De Montfort University, Leicester)