

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 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 Parish Council are observed.
2. To monitor and balance the Parish Council's accounts and prepare records for audit purposes and/or VAT.
3. To ensure that the Parish Council's obligations for Risk Assessment are properly met.
4. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Council. To issue correspondence as a result of instructions of, or the known policy of the Parish Council.
5. To receive and report on invoices for goods and services to be paid for by the Parish 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.
6. To study reports and other data on activities of the Parish 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 Parish Council.
7. To draw up both on his/her own initiative and as a result of suggestions by Parish Councillors proposals for consideration by the Parish Council and to advise on practicability and likely effects of specific courses of action.
8. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To act as the representative of the Parish Council as required.
10. 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 Parish Council.
11. To be responsible for managing and uploading all agreed content to the Parish Council website and monitor and respond to enquiries made through the Parish Council email account.
12. To prepare, in consultation with Parish Councillors, news articles about the activities of, or decisions of, the Parish Council and publish on the Parish Council website
13. To attend training courses or seminars on the work and role of the Clerk as required by the Parish Council.
14. To carry out any other duties deemed applicable to the role of Clerk

Person Specifications

	Desirable Skills
Qualifications & Experience	<ul style="list-style-type: none"> • Previous Parish Council experience
Finance	<ul style="list-style-type: none"> • Experience of budget setting, financial control and reporting
Knowledge and Expertise	<ul style="list-style-type: none"> • Administration experience with an organised approach. • Working knowledge and understanding of Parish Council practice and functions • Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors
Information Technology	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office Experience of working with computer accounting packages • Good working knowledge of IT systems • Good knowledge of managing and modifying web content
Competencies and Communication	<ul style="list-style-type: none"> • Ability to work effectively on your own or in a team • Excellent oral and written communication skills with the ability to build good relationships with Parish Councillors. • Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council • Ability to provide objective advice to councillors in a timely and coherent manner.
Meetings and Administration	<ul style="list-style-type: none"> • Practical experience of servicing committees. • Availability to attend evening Council meetings
Salary	<ul style="list-style-type: none"> • To be negotiated
Expenses	<ul style="list-style-type: none"> • To be negotiated
Expected Hours	<ul style="list-style-type: none"> • To be negotiated