

## **CLIFTON UPON DUNSMORE PARISH COUNCIL**

### **Job Description and Person Specification**

#### **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 is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- The Clerk 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. To ensure all relevant financial information is publicly available on the village website in line with the Transparency Code.
3. Ensuring the Council has the documentation and information for operating lawfully in place and in accordance with standard practice with a view to maintaining the Local Council Foundation Award and building a basis for improvement and development.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees.
5. To issue notices on public noticeboards, village website and social media and circulate as appropriate.
6. To attend such meetings and prepare minutes for approval.
7. To attend all meetings of the Council, its committees and sub-committees other than where such duties have been delegated to another Officer.
8. 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.
9. 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.
11. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
12. 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.

13. 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.
14. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. To act as the representative of the Council as required.
16. To prepare, in consultation with the Chair, news 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: Suggested is membership of your professional body The Society of Local Council Clerks.
20. 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

December 2019

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications and Experience	Previous parish clerk experience Evidence of a commitment to continue professional development	Completion of, or working towards, the Certificate in Local Council Administration or other recognised related qualification(s)
Finance	Proven experience of budget setting, financial control and VAT.	Administration and bookkeeping qualifications
Knowledge and Expertise	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	Project Management experience
Information Technology	Good working knowledge of Microsoft Office Experience of working with computer accounting packages Good working knowledge of IT systems	
Competence and communication	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 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	Practical experience of servicing committees. Availability to attend evening Council meetings	