

CLERK TO THE CLIFTON AND NEWTON JOINT BURIAL COMMITTEE

JOB DESCRIPTION

1. The clerk will prepare the agendas for the meetings of the committee, will attend such meetings and will prepare the minutes of such meetings for submission to the committee for approval, post documents to the Parish Council websites.
2. The clerk is the responsible finance officer of the committee and will prepare and maintain the accounts and other official records of the committee (including those relating to Value Added Tax) in accordance with all statutory and other accounting and audit requirements and practices.
3. The clerk is responsible for communicating with funeral Directors and Memorial agencies, on the correct burial arrangements, fees and approval of memorial stones and marking of grave spaces where required, and maintaining registers..
4. The clerk will be responsible for receiving all correspondence and other documentation on behalf of the committee and for ensuring that the same is brought before the committee as necessary.
5. Keep safely and conveniently in secure but accessible custody all deed, plans, record's, letters, writing and other documents of all concerning the Council or staff.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	M.O.A.
Skills & Ability e.g. written communication skills, dealing with the public	Excellent communication skills. High degree of sensitivity and flexibility will be required as the post holder will be expected to liaise with funeral directors and next of kin where necessary. Excellent Literacy skills will be required as the post holder will be responsible for completing all forms necessary for the internment of the deceased; and the production of accurate minutes. A good level of numeracy will be required for meeting all statutory accounting and audit requirements. Good organisational and IT skills.	Interview Interview
	DESIRABLE	
Experience (Relevant work and other experience).	Previous experience within a similar role	CV

Working hours and salary will be discussed at the interview. This is a part time post and should therefore not exceed more than 250 hrs per annum unless the need arises.

Applications should be emailed to Lesley.Edwards@gmail.com no later than the 27th May 2016.