

Alverdiscott & Huntshaw Parish Council
- Parish Clerk Job Description - Draft

Parish Clerk - 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.

Parish Clerk - Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed with all documentation and necessary information in place.
2. a. To prepare, in consultation with appropriate members, Agendas for meetings of the Council and Committees.
b. To post Notices of such meetings on public notice boards and the Parish Council website and circulate as appropriate.
3. To attend, and prepare Minutes for approval, of all meetings of the Council, its committees and sub-committees other than where such duties have been delegated to another Officer.
4. a. To receive correspondence and documents on behalf of the Council and bring such items to their attention.
b. To issue correspondence as a result of instructions of the Council.
5. a. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met in a timely manner
b. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
6. a. To monitor and balance the Council's Accounts and prepare records for Audit purposes and VAT.

b. To ensure all relevant financial information is publicly available in the Parish Council Website in line with the Transparency Code.

7. Prepare, in consultation with the Chair, Press releases about the activities or decisions of the Council.

8. To act as the Representative of the Council as required.

9. To draw up, both on his/her own initiative or as a result of suggestions by Councillors, proposals for consideration by the Council.

10. To monitor, where requested, the effect of the implemented policies of the Council.

11. To attend training courses, conferences or seminars on the work and role of the Clerk as required by the Council.

12. To work towards the achievement of the status of Qualified Clerk.

13. To acquire *membership of the The Society of Local Council Clerks.*

Parish Clerk - Person Specification

	Essential	Desirable
Qualifications and Experience	Previous Parish Clerk experience or evidence of recent success in a similar role.	Completion of, or working towards, the Certificate in Local Administration.
Finance	Proven experience of financial control and VAT.	Administration and book keeping experience.
Knowledge and Expertise	Administration experience within an Organisation.	Working knowledge and understanding of Parish Council practice and function. Working knowledge of procedures, roles, duties and the responsibilities of Parish Councillors.
Information Technology	Experience with and knowledge of various IT systems. Familiarity and confidence with Microsoft Office, specifically Microsoft Word and Excel. Ability to update online communications resources (website and social media). Familiarity with video conferencing systems and the ability to setup and host online meetings.	Desire to remain up to date with current technologies and undertake training where required. Experience with Wordpress based websites.
Competencies and Communication	Excellent oral and written communication skills. The ability to build good relationships with Councillors and members of the public. Ability to work effectively on your own or as part of a team. . Ability to provide objective advice to Councillors.	

Meetings and Administration	Availability to attend evening meetings. The ability to setup and administer online video conferencing meetings.	Previous experience in servicing Committees.
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