

Shevington Parish Council

## Recruitment for Parish Council Clerk - Immediate Start

## Overall Responsibilities:

The Clerk to the Parish 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 Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

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 Finance Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Duties:

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. Or to monitor the work of a designated other officer designated the Responsible Financial Officer.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with them or bring such items to the attention of the Council. To issue / reply to such correspondence as a result of instructions or the known policy of the Council.
- To receive and report on invoices for goods and services to be paid for by the 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.
- 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.
- To draw upon both 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.
- To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required.
- 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 Council.
- To maintain the Councils website and Social Media presence.
- To organise such events on behalf of the Parish Council, including but not limited to the Remembrance Sunday Parade.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement of effectiveness in the position of Clerk to the Council.
- 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.
- 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.

Requirements:

- Computer literate with experience of MS Office suit and email.
- Knowledge of accounting processes including VAT.
- Experience with design software and social media.
- Experience in updating websites (training will be provided).
- Excellent verbal and written communication skills.

This role:

- Would suit someone highly organised, efficient and a good communicator.
- Flexible hours. Required to work X hours per week
- Work From Home, with attendance at local evening meetings.
- The role is open for an immediate start following interviews and selection by the Parish Council.
- Salary will be based on the NALC pay scale and is dependent upon qualifications and experience. Rate between scale points SCP 13 (£13.97 ph) and SCP 23 (£16.67 ph).

If you feel you can successfully fulfil this role, please apply by emailing a copy of your CV and a covering letter to: [clerk@shevingtonpc.gov.uk](mailto:clerk@shevingtonpc.gov.uk)

If you have any questions, please email them to: [clerk@shevingtonpc.gov.uk](mailto:clerk@shevingtonpc.gov.uk)