

**JOB DESCRIPTION**

**POST DETAILS**

**Job Title:** Clerk to the Parish Council

**Grade:** LC2 SCP 18-23 (25,419 – 28,226 pro rata)

**Location of Work:** Penketh Parish Council Office, Honiton Way.

**Directly Responsible To:** Parish Council

**Hours of work: 20 Hours over 5 days**. Times/ days to be agreed (Including some evening and weekend work)

**Primary Purpose and Scope of the Job:**

Penketh Parish Council is seeking an enthusiastic and highly motivated individual with a sound knowledge of local government administration and finance. Previous experience as a Clerk or Deputy Clerk would be welcomed.

The clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all its functions, and in particular to serve or issue all notifications required by law of a Local Authority’s Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. They will be expected to advise the Council on, and assist in the formation of, overall policies and produce information required for making effective decisions.

**WORKING RELATIONSHIPS**

Elected Members

Employees/Partners

Electorate

Local Authority (Warrington Borough Council)

Third party Contractors/ stakeholders

**KEY TASKS AND ACCOUNTABILITIES**

1. The Clerk will be responsible for ensuring that the Parish Council complies with all its statutory and audit responsibilities.

2. They shall advise the Council on all aspects of its work.

3. The Clerk must produce all information needed for effective decision making and implement constructively all Parish Council decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them when required.

4. The Clerk will be the Responsible Financial Officer and shall be responsible for all financial records of the Council and for the careful administration and reporting of its finances.

5. To monitor and balance the Councils accounts and prepare records for audit purposes and VAT including claiming VAT. To present bank accounts and bank reconciliations to councillors monthly for their approval.

6. To ensure that the Council’s legal obligations for Risk Assessment and Asset Management are carried out.

7. To prepare, in consultation with appropriate members, agenda for meetings of the council and Committees. To attend such meetings and prepare minutes for approval (other than where such duty has been delegated to another officer)

8. To receive and deal with all correspondence and documentation on behalf of the Council, or bring such items to the attention of the Council.

9. To receive and report on invoices for goods and services to be purchased by the Council and to ensure such liabilities are met. To issue appropriate invoices on behalf of the Council for goods and services offered and to manage payments.

10. To monitor implemented policies of the Council to ensure that such policies are achieving the desired result, legally compliant and aligned to best practice. Where appropriate advice on any modifications.

11. To act as the representative for the Council as required, including being available to the public and reasonable times to respond to any queries or complaints. To attend Conferences of the National Association of Local Councils or Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.

12. To prepare in consultation with the Chair or other Council authority as delegated, public communications and press releases about the activities of, or decisions of the Council.

13. To attend courses or seminars on the work and role of the Clerk as required by the Council and to maintain the CPD register for all elected members (where appropriate)

14. To regularly complete a walk –through/ visual inspection of Council green spaces and recreational areas owned by the Council and undertake a range of associated functions as directed by the Parish Council.

15. Prepare responses in relation to Freedom of Information Act requests.

16. The postholder must carry out the duties with full regard to the Council’s Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy and Social Inclusion Strategy.

17. To carry out all duties with due regard to confidentiality and data protection regulations.

18. To be accountable to the Council for effective management of all council resources and report to them as and when required.

19. To undertake such additional duties as are reasonably commensurate with the level of this post.

**Other Considerations:**

The successful candidate must have good interpersonal skills and be comfortable with working closely with Parish Councillors and the public.

They will have the legal responsibility for giving notice of Parish Council meetings as well as making and publishing meetings’ minutes.

Experience in producing an annual budget and generating monthly budget monitoring statements is essential. Proficiency in the use of all aspects of modern office IT is required.

The Certificate of Local Council Administration (CiLCA) qualification is **desirable** but, where the candidate can display substantial other experience working in a related field, not essential. The successful candidate must be willing to work to attain the CiLCA qualification.

**Benefits**

* Company Pension Scheme
* Free Parking

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

|  |  |
| --- | --- |
| **Date Job Description prepared/revised:** | 06/04/22 |

|  |  |
| --- | --- |
| **Prepared/revised by:** | D.Solan - Cooper |