

Stretton Parish Council

Parish Clerk Job Description and Personal Specification (Proper Officer / Responsible Financial Officer)

Job Description

Stretton Parish Council (SPC) comprises 6 elected members, all of whom are passionate about the Parish and all it has to offer. SPC require a Parish Clerk, to fulfil the duties of Proper Officer and Responsible Financial Officer that ensures SPC conducts its business properly, with integrity and accountability and in line with its full statutory obligations.

The Parish Clerk will work closely with Parish Councillors to fulfil their vision and obligations.

Ideally, the Parish Clerk will have experience of Local Government and/or committee work (e.g. agenda preparation, minute taking), implementation of Council policies, the provision of advice and guidance on statutory and legislative matters.

The Parish Clerk will hold the CiLCA or a CertHE (Local Policy).

Stretton is a small Parish within Rutland without complex asset management. Consequently few working hours are required to carry out the work needed (normally less than 2 hours / week), with a flexible working pattern to be agreed to include 2 hourly evening meetings 6 times per year plus other meetings as required.

The workplace is at the Parish Clerk's home other than when attending the SPC meetings.

Job Purpose

The Parish Clerk is accountable to SPC for the effective management of its resources.

The Parish Clerk will act as the Proper Officer of the SPC and act as the Responsible Financial Officer. Accordingly, the Parish Clerk is required to carry out all functions, serve or issue all notifications as required by law.

The Parish Clerk will ensure SPC operates smoothly, with integrity, accountability and in line with relevant laws and statutory obligations.

Key Responsibilities:

Administrative Support:

- Organising meetings and events, preparing agendas and minutes;
- Managing records, correspondence and communications;
- Liaising with stakeholders, including councillors, residents and other bodies;

- To manage the SPC website in accordance with applicable regulations.

Financial Management:

- Preparing budget reports and managing finances;
- Managing Bank accounts and reclaiming VAT;
- Preparing records and documents for internal and external audits;
- Monitoring and balancing the council's accounts.

Professional Advice

- Advising SPC on legal, procedural and ethical matters;
- Ensuring SPC works within current regulations and legislation;
- Providing guidance to councillors on decision making and policy development.

Other Duties:

- Purchasing of equipment and supplies;
- Marketing and public relations;
- Acquiring necessary professional knowledge.

Qualifications and Skills:

- Certificate in Local Council Administration (CiLCA) or CertHE (local Policy);
- Strong organisational skills and administrative skills;
- Excellent communication and interpersonal skills;
- Knowledge of local government law and procedures;
- Ability to work independently and part of a team;
- Strong financial management skills;
- Ability to prioritise workload and manage time effectively.

Person Specification		
	Essential	Desirable
Educational Qualifications	• Must hold the Certificate in Local Council Administration (CiLCA) or CertHE (Local Policy); • NVQ Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills; • Computer Literate (MS Word, Excel, WordPress).	• Educated to degree level or HND level or equivalent professional qualification in a related subject.
Work Experience	• Ability to work under own initiative and as part of a team; • Professional organisational and administrative experience in a home working environment; • Experience of formal Committee work, agenda preparation and minute taking; • Experience of budget setting, monitoring processes, controls and financial management reports, including preparation for financial audits; • Competence in using computerised accounting systems, and Microsoft suite, including, EXCEL, Word and Outlook, etc. Ability to upload files for website publication; • Previous experience of working for local authority or similar body; • Confident and experienced in dealing with the public and working on own initiative.	• Articulate speaker in public.
Skills and knowledge	• Excellent written and interpersonal skills; • Strong administrative and organisational skills; • Evidence of policy and strategy advice; • Understanding of the principles of a Code of Conduct, and ability to exercise integrity and professionalism; • Knowledge of local government responsibilities, system and procedures; • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures; • Awareness and understanding of GDPR requirements and respectful of confidentiality both in terms of personal data and commercial/contractual discussions; • Knowledge of relevant accounting procedures;	• Knowledge of local area; • Knowledge and understanding of importance of good public relations and how to raise SPC's profile in the community; • Prior experience in a similar role within local government would be highly desirable.

	• Ability to work within established systems with attention to detail and to suggest and implement improvements; • Be able to show ability to work in a logical manner and to strict deadlines.	
Qualities and attributes	• Trustworthy with confidential information; • Ability to demonstrate tact and diplomacy; • Act with Integrity; • Community focussed, while remaining accountable and acting with integrity; • Ability to develop and maintain good relationships with councillors, external bodies, contractors and the public.	• Proven ability and enthusiasm to adapt to change; • Enthusiastic with innovative qualities; • Business perspective and acumen; • Sensitivity to working in a political environment.
Special Conditions	• SPC meets in Stretton / surrounding villages, which therefore requires the Parish Clerk to hold a valid driving licence and own transport; • Willingness to work and/or attend Committees and other meetings and functions, normally held during the evening; • Prepared to work varied hours to meet the needs of the post; • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.	