

Stretton Parish Council Job Description and Personal Specification –

Clerk to the Council (Proper Officer/Responsible Financial Officer)

Job Description

Stretton Parish Council is made up of 6 elected members, all of whom are passionate about the Parish and all it has to offer.

Stretton Parish Council is looking to appoint an administrator that will act as Clerk, the Proper Officer and Responsible Financial Officer to ensure that the Council conducts its business properly and in line with its statutory obligations. You will be the key figure in working closely with Parish Councillors with the aim of fulfilling their vision.

You will ideally 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. You will either hold the CiLCA or a CertHE (Local Policy) or be willing to work towards one of these qualifications after 1 year of commencement of employment. Training will be provided.

Working hours as required to carry out the work needed, with a flexible working pattern to be agreed, will include 2 monthly evening meetings 6 times per year plus other meetings as required.

Work is part home-working.

Job Purpose

The Parish Clerk is accountable to the Council for the effective management of its resources. The Parish Clerk will act as the Proper Officer of the Council and Responsible Financial Officer, as such is under statutory duty to carry out all functions and in particular to serve or issue all the notifications required by law of a local council's Proper Officer.

The purpose of this role is to ensure the Council is run smoothly and operates in line with relevant laws and statutory obligations.

Key Accountabilities

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To ensure that legal, statutory and other provisions, governing or affecting the running of the Council, are observed.
3. To ensure that the Council's Standing Orders are properly observed and implemented.

4. To be the Council's principal adviser on policy and service delivery matters.
5. To ensure that the Council's obligations are properly met.
6. To prepare and publish in consultation with appropriate Councillors as necessary, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
7. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
8. To draw up both on his/her own initiative and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
9. To manage assets owned or operated by the Council in accordance with the directions or policies of the Council.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as a representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Annual Parish Meeting; to attend such meetings and prepare minutes for approval.
13. To be responsible for ensuring that the reasonable instructions of the Council in connection with its function as a Local Authority are carried out, to produce all the information reasonably required for making effective decisions and to implement constructively all decisions.
14. The Clerk is the responsible officer in respect of the Health and Safety at Work etc. Act 1974, in regard to his/her own safety.
15. To prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council.
16. To attend training courses on the work and role of the Clerk as required by the Council.
17. To manage the website in respect of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
18. To undertake other relevant duties as required by the Council.

Person specification

	Essential	Desirable
Educational Qualifications	• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it 1 year after commencement of appointment. • Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills. • Computer Literate	• Educated to degree level or HND level or equivalent professional qualification in a related subject.
Work Experience	• Experience in working on own initiative and as part of a team. • Relevant 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. • Experience of 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. • Experience of dealing with the public and working on own initiative.	• Articulate speaker in public.
Skills and knowledge	• Excellent written and oral communication skills. • Excellent administrative and organisational skills. • Evidence of policy and strategy advice. • 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. • You must be aware of GDPR requirements and respectful of confidentiality both in terms of	• Knowledge of local area. • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community. • Knowledge of or previous experience in a similar role within local government would be highly desirable.

	personal data and commercial/contractual discussions. • Knowledge of relevant accounting procedures. • 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. • Community focussed. • Ability to develop and maintain good relationships with staff, 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	• As we are a rural Parish Council, driving licence and own transport would be an advantage. • Willingness to work and/or attend Committees and other meetings and functions in evenings. • 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.	