

Shobdon Parish Council

Parish Council Job description: Clerk to the Council and RFO

Salary and Hours

The role is for 12 hours per week, mainly working from home. Working hours are flexible but the post holder must be able to attend the monthly council meetings.

Annual salary is paid in accordance with the National Association of Local Councils and Society of Local Council (NALC/SLCC) pay scales. For a Clerk who does not hold the CILCA qualification – the salary will be paid at point 12 on the scale which equates to £22,183 per annum (pro rata for 12 hours per week). For a qualified Clerk holding the CILCA qualification, the salary will be paid at scale point 19 which equates to £25,481 per annum (pro rata for 12 hours per week).

Responsibilities

1. To ensure that statutory and other provisions affecting the running of the council are observed.
2. To monitor and balance the council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the council's obligations for risk assessment and management are properly met.
4. To prepare, in consultation with the appropriate members, agendas for meetings of the council and committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the council and all meetings of its committees & working groups.
6. To receive and deal with, in accordance with the council's procedures, any or all correspondence and documents.
7. To receive and report on invoices for goods and services for the council and to ensure such accounts are met. To issue invoices on behalf of the council and to ensure payment is received.
8. To study reports and other data on activities of the council. Where appropriate, to allocate reports to members of the council for scrutiny, and to produce reports for circulation and discussion by the council.
9. To advise on the practicality and likely effects of specific courses of action, proposed by the council.

10. To monitor the implemented policies of the council to ensure they are achieving the desired results and, where appropriate, suggest changes.
11. To act as the representative of the council as required.
12. To work on all ongoing parish Council projects.
13. To manage and update the Parish council website
14. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the Parish Meeting and to implement the decisions made at the Parish Meeting, as agreed by the council.
15. To prepare, in consultation with the chairman, press releases about the activities or decisions of, the council.
16. To attend training courses or seminars as required by the council.
17. To work towards the achievement of the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of clerk to the council.
18. To act as the lengthsman administrator.
19. To develop personal contacts with Service Providers (HCC, Balfour Beatty, Police etc)
20. To act as the secretary to two local charities on behalf of the Parish Council

Person Specification for Clerk to the Council and RFO

	Essential	Desirable
Qualifications	5GCSEs or equivalent including Maths and English.	CiLCA or equivalent.
Skills/knowledge/experience	<p>IT skills, including word processing, spreadsheets, Internet, email.</p> <p>Ability to problem-solve.</p> <p>Communication skills both oral and written.</p> <p>Good people skills.</p> <p>Organisational and administrative experience</p> <p>Ability to understand the legal framework in which the parish council operates.</p> <p>Willingness to undertake training and to act as the council's representative.</p>	<p>Able to contribute to the design of notices and newsletters.</p> <p>Experience of working on community projects</p> <p>Ability to deal with people from all walks of life.</p> <p>Experience of minuting meetings.</p> <p>Previous local government experience.</p> <p>Understanding of Local Government Acts including Data Protection, Freedom of Information, Employment Law.</p>
Attitude	<p>Able to maintain good relationships with councillors, contractors and public.</p> <p>Self-reliant and self-motivated</p>	<p>Able to work under pressure.</p> <p>Sensitive to confidentiality issues.</p>
Other	<p>Able to attend evening meetings and demonstrate flexibility as required.</p> <p>Ability to access internet.</p>	