

PARISH CLERK TO HASWELL PARISH COUNCIL

JOB DESCRIPTION

Overall Responsibilities

The Clerk to the Parish Council will be the Proper Officer of Haswell Parish 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 responsible for ensuring that the instructions of the Parish Council in connection with its functions are carried out.

The Clerk is expected to advise the Parish Council on, and assist in the formation of, overall policies to be followed in respect of the Parish Council'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 Parish Council for the effective management of all its resources and will report to them as and when required.

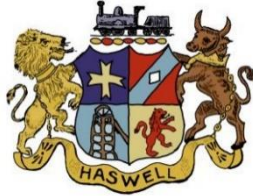
The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Parish Council are observed
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT
3. To ensure that all systems and procedures for internal control, audit and good governance are effectively maintained
4. To ensure that the Council's obligations for Health and Safety and Risk Assessment are properly met
5. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council and Committees. To attend such meetings and prepare minutes for approval
6. To attend all meetings of the and all meetings of its committees and subcommittees. Other than where such duties have been delegated to another Officer.
7. To manage the Council's payroll function ensuring that Parish Council employees are paid in an appropriate and timely manner.

8. To manage, supervise, appraise and develop a small team of Parish Council employees.
9. To receive correspondence and documents on behalf of the Parish Council and to bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council
10. To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met. To issue invoices on behalf of the Parish Council for goods and services and to ensure payment is received.
11. To study reports and other data on activities of the Parish 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.
12. To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Parish Council and to advise on practicability and likely effects of specific courses of action.
13. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and suggest modifications and/or reviews as necessary
14. To identify external funding opportunities and to develop and submit appropriate bids as agreed by the Parish Council.
15. To act as the representative of the Parish Council as required.
16. To issue timely notices and prepare agendas and minutes for the Parish Council Meetings: to attend the meetings of the Parish Council and to implement the decisions made at the meetings that are agreed by the Council
17. To prepare, in consultation with the Councillors, press releases about the activities of, or decisions of, the Council
18. To maintain and keep up to date the Parish Council's website including the uploading of meeting agendas and minutes on a monthly basis
19. To attend training courses or seminars on the work and role of the Clerk as required by the Council
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

21. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.
22. The post is subject to an enhanced Disclosure and Barring (DBS) check.



**PARISH CLERK TO HASWELL PARISH COUNCIL
PERSON SPECIFICATION**

	Essential	Desirable
EDUCATION	<ul style="list-style-type: none"> • GCSE grade A*-C Maths and English, or equivalent qualification. • Holds Certificate in Local Council Administration (CiLCA) qualification. • Proficient in the use of the Microsoft Office suite of programmes and a variety of software. 	
SKILLS	<ul style="list-style-type: none"> • Excellent organisational skills with the ability to manage own workload, work independently, organise multiple tasks and achieve results without close supervision • Creativity and resourcefulness to help identify solutions to problems • A good eye for detail, including the ability to research and produce accurate information • The ability to supervise and manage people both individually and within a team. • Ability to ensure that all systems and procedures for internal control, audit and good governance are effectively maintained. • Ability to identify external funding opportunities and to develop and submit appropriate bids 	

	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience in preparing meeting agendas and producing minutes • Report writing and record keeping • Comprehensive understanding of financial processes, including the ability to reconcile bank statements, to monitor and manage income & expenditure and produce monthly reports • Experience of working in a public sector environment • Managing people and team building. 	
ATTRIBUTES	<ul style="list-style-type: none"> • Ability to develop relationships with internal and external contacts • Must possess high standard of integrity • A commitment to work within the principles of equality and diversity • A flexible approach and willingness to learn and develop • The desire to make a significant contribution to the community by supporting elected members to improve the parish 	