

SHEET PARISH COUNCIL

JOB DESCRIPTION -

CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

16 hours a week- Salary in accordance with NJC scale - point dependent on experience.

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the 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. Sheet Parish Council uses Scribe Accounts, a user-friendly web-based accounts package.

Specific Responsibilities

To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

To monitor and balance the Council's budget and accounts and to prepare records for audit purposes and for presentation of the annual accounts at the AGM. Preparation of monthly reconciliation of Receipts and Payments account with bank monthly bank statements.

To ensure that the Council's obligations for Risk Assessment are properly met.

To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.

To attend all meetings of the Council and all meetings of its committees and sub-committees within the set hours.

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. To issue correspondence as a result of instructions of, or the known policy of, the Council.

To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

To study reports and other data on activities of the 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.

To draw up, both on his/her own initiative and in response to suggestions from councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

To monitor the implemented policies of the Council to ensure they are up to date and achieve the desired result. Where appropriate to suggest modifications.

To act as the representative of the Council as required.

To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the meeting and to implement any outcomes that are agreed by the Council.

To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

To attend training courses or seminars on the work and role of the Clerk as required by the Council.

To upload approved documents to the Parish Council website, ensuring information is current.

If appropriate, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

To ensure that the assets of Sheet Parish Council are well maintained and that third party contracts are effectively managed. These include (but are not limited to):

Sheet Village Hall - Management of the caretaking and cleaning contract; managing bookings for the Hall; income collection; arranging and paying insurance; monitoring annual inspection of firefighting equipment; and ordering cleaning equipment and other stores as required.

Sheet Allotments. Working with the Allotment Association and grounds maintenance contractors; managing exit and arrival of plot holders and running annual billing and income collection

Sheet Common

Sheet Recreation Ground

The Village Green

The Old Billiard Room

The Millennium Meadow and adjoining field

Land in Old Mill Lane

To manage the contract for clearance of litter and dog waste bins.

To arrange for tradesmen and contractors to undertake repairs and maintenance as necessary.

ORGANISATION - The employed person is accountable to the Chairman of Sheet Parish Council.

POST HOLDER REQUIREMENTS

Essential. Computer literacy and financial acumen.

Highly Desirable. The post holder should live within easy reach of the parish.