

## **JOB DESCRIPTION – CLERK TO IGHFIELD PARISH COUNCIL**

### **Introduction**

Ightfield Parish Council covers the villages of Ightfield and Calverhall. There are currently 221 households and 442 electors in the Parish.

The Council comprises seven councillors and is responsible for a number of assets including 2 playgrounds (one in each village), bus shelters, a war memorial and parish noticeboards. Additionally, the Council manages and maintains a footpath which it recently constructed between the two villages.

The Council has signed up to the Protocol for Councillor-Clerk Relations and is looking for a Clerk who is:

- self-confident and professional in managing their relationship with the public and councillors
- qualified and holds CiLCA
- able to work independently and effectively, managing a varying workload
- organised and experienced in council administration
- competent in dealing with financial matters including the payment of invoices and keeping accurate records for audit purposes
- able to manage the Parish Council website

Above all, the Parish Clerk/RFO will work with the Council to ensure that it meets its legal obligations and responsibilities.

The role of the Clerk/RFO has recently been evaluated by SLCC and the successful candidate will be employed for 5 hours per week within the salary range LC1 points 13 – 17 inclusive.

### **Overall Responsibilities**

The Clerk to the Council:

- is 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.
- Is totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- 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 in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- is accountable to the Council for the effective management of all its resources and will report to them as and when required.
- is 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 Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with the Chair of the Council, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. 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.
6. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met, using online banking. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
7. 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.
8. To draw up both on their own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as the representative of the Council as required.
11. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
12. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks, which the Council will fund.

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