



# **Harby Parish Council**

## **Job Description**

### **Parish Clerk/Responsible Finance Officer**

Hours: (Part Time) 18 hours per month, working from home and attendance at meetings

Salary: The role is graded on the National Joint Council pay scale and starts at SCP7 subject to qualifications (£24,294 FTE)

Pension: You will have the opportunity to join the NEST Pension Scheme

Holidays: 22 days annual leave, plus 8 bank and public holidays (pro-rata)

#### **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 in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

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 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 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 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 are properly met.
4. To continue the Council's progression towards its agreed objectives.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council. To attend all meetings and prepare minutes for approval.
6. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
7. To draw up both on his/her 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.
8. 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.
9. 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 prompt payment is received.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To keep the community informed of the Council's activities by maintaining an up-to-date website and providing bi-monthly updates in the community newsletter.
12. To prepare, in consultation with the Chairman, press releases (including social media posts) about the activities of, or decisions of, the Council.
13. 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.
14. To act as the representative of the Council as required and attend training courses or seminars on the work and role of the Clerk as required by the Council..
15. To complete the Introduction to Local Council Administration upon appointment to the role and work towards the achievement of the status of Qualified Clerk and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
16. To continue to acquire the necessary professional knowledge required for the efficient

management of the affairs of the Council: The Council will pay membership of your professional body The Society of Local Council Clerks (to be split with other councils as appropriate)

17. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time there may be changes in the duties required of the post holder and the Council therefore expects this Job Description to be subject to revision.

 [clerk@HarbyParishCouncil.gov.uk](mailto:clerk@HarbyParishCouncil.gov.uk)  01522 275211  
 [www.HarbyParishCouncil.gov.uk](http://www.HarbyParishCouncil.gov.uk)

## Person Specification - Parish Clerk/Responsible Finance Officer

Requirement	Essential	Desirable
<b>Qualifications /Education /Training</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy (GCSE grade 6 in Maths and English or equivalent)</li> <li>• Must undertake all necessary training</li> </ul>	<ul style="list-style-type: none"> <li>• Bookkeeping or accounting qualification</li> <li>• CiLCA qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Office Administration</li> <li>• Bookkeeping, accounting or payroll experience</li> <li>• Experience of working in Local Government</li> <li>• Minute taking</li> <li>• Meeting organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk or Councillor of Parish Council</li> <li>• Event management experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Local Government sector, and regulations/guidance as they relate to Parish Councils</li> <li>• Knowledge of Health and Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the legal and financial procedures relating to local councils</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Computer skills (competent in use of emails, MS Office and other computer software)</li> <li>• Letter and report writing skills</li> <li>• Good communication and customer care skills to promote work of Parish Council in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>• Confident of speaking in public</li> <li>• Website building/Maintenance</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to manage time effectively to ensure work of Council is carried out in a timely fashion</li> <li>• Confident to work alone and with minimal supervision</li> <li>• Adaptable to changing circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Stay calm under pressure</li> <li>• Enthusiastic and community-minded</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able and willing to attend evening Council meetings at Harby Village Hall or other physical venue</li> <li>• Work occasional weekends</li> <li>• Ability to inspect the Council's land and buildings</li> <li>• Commitment to complete CiLCA qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Represent the Council at meetings and conferences</li> </ul>