

# Evenwood & Barony Parish Council

Randolph Community Centre, Stones End, Evenwood, Bishop Auckland, DL14 9RE

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## Parish Clerk and RFO to Parish Council

### Job Description

#### Overall Responsibilities

The Clerk to the Parish Council will be the Proper Officer of the 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, as required.
7. 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.
8. 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.
9. 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.
10. To use 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.
11. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and ensure they are reviewed as necessary.
12. To identify external funding opportunities and to develop and submit appropriate bids as agreed by the Parish Council.

13. To issue notices, 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.
14. To prepare, in consultation with the Councillors, press releases about the activities of, or decisions of, the Council.
15. To maintain and keep up to date the Parish Council's website with activities, news and events as required, as well as uploading of meeting agendas and minutes on a monthly basis.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
18. To seek procure items, ensuring best value in line with our financial regulations
19. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

## **Person Specification**

*All items are essential unless otherwise stated*

### **Education**

- GCSE grade A\*-C (9-4) Maths and English, or equivalent qualification
- Proficient in the use of the Microsoft Office suite of programmes and a variety of software
- Holds Certificate in Local Council Administration (CiLCA) qualification or a willingness to work towards

### **Skills**

- 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
- 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

### **Experience**

- 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 and expenditure and produce monthly reports
- Experience of working in a public sector environment
- Previous experience of maintaining and updating a website
- Knowledge of Pay As You Earn (PAYE) system (desirable)

### **Attributes**

- Ability to develop relationships with internal and external contacts
- Must possess high standard of integrity
- A 'can do' attitude
- 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