

Broughton Parish Council Clerk & Responsible Finance Officer

Role Descriptor

Reporting to the Chair & Vice-chair (Finance) of the Parish Council
Based at home or at the Toll Bar Cottage, Parish Council Office

Overall Responsibilities

The Clerk is responsible for carrying out all the legal requirements of this post and for ensuring that the instructions of the Council are carried out.

The Clerk is expected to advise the Council on policies and on its activities as a Council and to gather and produce the information needed by councillors to make effective decisions.

The Clerk is responsible for all the financial records of the Council and the careful administration of its finances.

Key Responsibilities

1. To maintain the legal, statutory and other obligations of the Council and advise the Councillors when required.
2. To manage the Council's financial accounts on the quickbooks system and prepare an update for the finance committee meetings.
3. To manage the online banking and payments/invoices in compliance with the Financial Standing Orders of the Council.
4. To prepare records for audit/VAT in conjunction with the accountants.
5. To check the risk assessment register is compliant and insurance risks are monitored.
6. To manage contractors and staff working for the Parish Council.
7. To prepare agendas for scheduled and other Council meetings, attend the meetings and produce minutes and implement any decisions made.
8. To deal with correspondence and documents for the Council and circulate it as required.
9. To monitor the Council's policies to make sure they are up to date and compliant.
10. To prepare press releases about the Council, update the website and notice boards.
11. To act as the Council's Data Protection Officer.

And to act in a manner to promote the Parish Council's Values

The above list is not exhaustive and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role

The post holder will be expected to attend training courses on the work and role of the Clerk as required by the Council and to keep learning and developing the skills needed to be a good Clerk.

The above list is not exhaustive and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	OPTIONAL
CiLcA with the General Power of Competency or working towards	X	
Experience of Parish Council Clerking		X
Computer Literate	X	
Dealing with the public	X	
Quick-books or similar	X	
Demonstrate ability to work independently	X	
Managing contractors		X

Remuneration

This role is for 15 hours a week. The role will be paid on the 20/21 NALC/SJC pay scales LC2 18-23 or 24-28 dependent on qualifications and experience.

This role is subject to an enhanced DBS check the cost of which can be claimed back on employment.

Closing date 27th November. Interviews w/c 4th December. Start date to be agreed but no later than 1st March 2024.