

CLINT CUM HAMLETS PARISH COUNCIL

(Harrogate District)

www.clintcumhamlets.co.uk

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 account, in spreadsheet format and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council, To attend such meetings and prepare minutes for approval. Meetings are held on the second Wednesday of every other month (6 meetings per year).
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. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
7. To ensure that Council decisions after due deliberation are conducted according to relevant rules, regulations and procedures.
8. To produce and maintain up-to-date policy and procedural documents necessary for compliance with law and best practice, for adoption and review by the Council.
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 maintain and update the Council website and noticeboards.
12. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
13. 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.
14. 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.

Person Specification

To fulfil this role the successful candidate must be able to demonstrate:

- Strong written and verbal communication skills
- Good numerical skills
- Aptitude and experience of working with Microsoft office and ideally some knowledge of using database packages
- Accuracy and attention to detail
- Ability to communicate well on a face-to-face basis
- Prepared to work flexible hours if required with some evening work to attend meetings

The Parish Clerk is paid for 3 hours per week at NJC scale points 9 to 15 i.e. £10.86 To £12.00 per hour depending on experience and qualifications. The Clerk should use their home as their office and is paid £26 Per month for doing this and mileage is reimbursed at 45p per mile.

The Clerk is appraised annually which can result in a change of salary

On the appointment there will be a short handover period with the Clerk.