

**Greatham Parish Council  
Clerk and Responsible Finance Officer  
Person Specification and Job description**

The Clerk's main role will be as Proper Officer of the Council and will have a statutory duty to ensure the Parish Council carries out all the required legislative duties. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed and to produce the information required to make effective decisions and to implement decisions made by the Council. The person appointed will be accountable to the Council and will report directly to the parish councillors. As Responsible Financial Officer they will be responsible for the administration of the councils' finances.

### **Person specification**

1. Able to work-from-home as well as attend the monthly evening Council Meeting
2. Able to drive and have access to a car to attend ad hoc meetings with contractors and councillors
3. An understanding of local government legislation, demonstrated by your experience in the sector and/or by your status as a CiLCA qualified clerk.
4. Experience in administration, managing finances and controlling budgets
5. Self-motivated and organised communicator who is committed to serving the local community
6. Proficient IT user especially Microsoft Office
7. Ability and drive to move projects forward and motivate others to help

### **Job description:**

#### **1. Council meetings and Committees**

- Prepare agendas for council and committee meetings
- Attend council and committee meetings and prepare minutes for approval by members
- Be prepared to provide clear guidance and advice to councillors
- Carry out the resolutions agreed at council and committee meetings
- Uploading any planning committee comments on the Local Planning Authority's website.
- Report back to council monthly on the status of all outstanding actions/resolutions.

#### **2. Administration**

- Deal with council correspondence including emails, phone calls and social media
- Update the council's website and social media pages to ensure compliance with the Local Government Transparency Code, 2015
- Be responsible for all council documents including reports, minutes, agendas, financial reports, and other correspondence.
- Maintain the council's asset register.

#### **3. Advisory Role and Statutory duties**

- Statutory duty as Proper Officer to carry out the functions and issue all notifications
- Provide advice to councillors and ensure they have sufficient information to effectively carry out their roles
- Ensure councillors have access to HALC and NALC training as required
- Keep councillors up to date with any changes in legislation from local planning authorities, district, and county councils.
- Liaise with the District Monitoring Officer with any ethical issues and when updating the Councillors' Register of Interests.
- Ensure the council policies and procedures are up to date and in accordance with any legislative changes. Advise the council on any new policies or procedures required and provide draft documents for review.

#### **4. Responsible Finance Officer**

- Ensure the Council is complying with all relevant legislation and council Financial Regulation policy
- Maintain the council's financial records in accordance with proper practices,
- Place orders for goods and bank cash/cheque receipts when required.
- Ensure all payments and signed off by the council and are made within the appropriate timescales.
- Be responsible for running the monthly payroll and ensuring HMRC returns are filed.
- Maintain contact with the council's internal auditor and provide all necessary documentation at year end and as requested throughout the year.
- Prepare monthly financial reports for council meetings and provide a draft Council Budget annually

#### **5. Project Management**

- Project manage the council action list, this role may include booking and liaising with contractors, ensuring any work is completed on time and budget and to the agreed specification.

#### **6. Risk Management**

- Acting Health and Safety Officer for the council. This role will include carrying out risk assessments for council, volunteer, and any associated activities.
- Maintain the Risk Management Schedule and ensure councillors has oversight of this on an annual basis.
- Perform regular asset inspections of the council's assets to ensure they are in good working order and pose no health and safety risk.
- Carry out regular checks of the Old Church and environs to ensure they are safe for visitors and report any issues to the council or relevant authorities as necessary.

#### **7. Grounds Maintenance**

- Be the main point of contact for the Parish Lengthsman, create and provide worksheets as required.
- Be responsible for ensuring grass cutting is carried out as necessary on council managed land and council-maintained wildflower verges managed via a cultivation licence.
- Be responsible for ensuring a regular Tree Inspection of trees on council managed land is carried out and associated works are carried out in a timely way.
- Attend meetings of the Old Church working group and provide information about potential fundraising or grants. Ensure recommendations from the working group are taken to council.

#### **8. Training**

- Attend training as necessary to keep up to date with latest guidance and advice.
- Liaise with the Staffing Working Group regarding training needs.