

# *HALE PARISH COUNCIL*

## **ROLE INFORMATION FOR THE POSITION OF PARISH CLERK**

The paid post of Clerk is an important role within the Parish Council and the successful applicant will have a varied range of skills and be prepared to undertake training and development. Whilst it is desirable for the successful applicant to have previous experience of working in local government or with a parish council, it is not essential as long as the ability and willingness to gain knowledge of local government procedure, guidelines, functions and finance can be demonstrated.

Primarily we are looking for someone who has an interest in administration and in local government systems and procedures, with an eye for detail. The successful applicant will have the confidence, underpinned with diplomacy and tact, to assist the Chairman in running and organising meetings and to be in a position to advise on all matters of Parish Council and procedures. Training can be given. The post is part-time, minimum ten hours, with some evening work.

The successful applicant must be computer literate and have a home broadband connection to be able to communicate and work from home by electronic means. A laptop computer is provided. You must also have your own transport.

<b>JOB DESCRIPTION</b>	<b>PERSON SPECIFICATION</b>
<p>To ensure that statutory and other provisions governing or affecting the running of the Council are observed and updated as necessary.</p> <p>To maintain, develop and control effective security measures and systems for all council records (including computer systems) and assets and to ensure that adequate back-up plans are in place. To ensure that the Council's obligations for Risk Assessment and insurance are properly documented and met.</p> <p>To continue to develop the Council's electronic communication systems (including web site &amp; email service) ensuring that they operate efficiently and securely and comply with all aspects of the 2018 Data Protection Regulations.</p>	<p><b>ESSENTIAL</b></p> <p>Very high levels of integrity, attention to detail, quality and confidentiality</p> <p>Understands and assimilates complex information</p> <p>Computer literacy, including Microsoft Office, email and ability to maintain and update the Council's website</p> <p><b>DESIRABLE</b></p> <p>Previous experience in Local Government or a Parish Council</p> <p>Certificate of Local Council Administration of equivalent. (CILCA)</p>
<p>To receive and deal with correspondence on behalf of the Council and bring such items to the attention of the Council as required.</p> <p>To issue correspondence as a result of instructions of, or the known policy of the Council.</p>	<p><b>ESSENTIAL</b></p> <p>Clear and concise spoken and written English. The ability to type and write business letters and reports. Experience of minute taking and writing</p> <p>Approachable and helpful to Council members and parishioners</p>

<p>To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees and the Annual Parish Assembly. To attend such meetings and prepare minutes for approval.</p> <p>To act as a representative of the Council as required.</p> <p>To issue notices and prepare information releases in consultation with the Chairman.</p>	<p>Able to prioritise, work flexibly on own initiative and meet deadlines</p> <p><b>DESIRABLE</b></p> <p>Training or qualifications in shorthand, typing, writing for business</p>
<p>To administer all aspects of financial accounting and reporting of Council business including drafting / monitoring budgets, producing monthly accounts, balancing the Council's accounts and preparing records for audit purposes and VAT.</p> <p>To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met on time and in accordance with the Council's mandates and procedures.</p> <p>To seek service quotations for services required by the Council that are comprehensive and properly targeted.</p> <p>To manage and administer Hale Cemetery including ensuring the maintenance provider is managed and supervised as appropriate.</p>	<p><b>ESSENTIAL</b></p> <p>Numerical competence and knowledge of spreadsheets</p> <p>Willing and able to work closely and carefully with the internal auditor to produce timely and accurate financial reports</p> <p>Willing to learn and develop financial and management skills</p> <p><b>DESIRABLE</b></p> <p>Financial experience including budget setting, financial monitoring and and audit compliance</p>