

Job Description – Clerk to Soberton Parish Council

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 implement constructively all decisions taken by the Council. The person appointed will be accountable to the Council for the effective management of all its resources and will report in the first instance to the Chair and to the full Council 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 accounts 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 and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council, and meetings of its committees and sub-committees when requested.
6. 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 when directed by the Chair (or Vice Chair).

7. 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.
8. To draw up as a result of suggestions by Councillors proposals for consideration by the Council.
9. To act as the representative of the Council as required.
10. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council, as instructed by the Chair (or Vice Chair).
11. To prepare and distribute, in consultation with the Chair (or Vice Chair) policy documents and press releases, and to upload information about the activities of or decisions by the Council to the Parish website
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. Membership of the professional body The Society of Local Council Clerks is encouraged.

Remuneration in the region of £5,000 per annum including pension and national insurance contributions. All out of pocket expenses connected with the role will be met at cost.

Application Process

Applicants should send their C.V. together with an outline of their suitability to be Parish Clerk, to the chairman at jhyland@btinternet.com

Closing date for applications: 16th August 2019