

## **CLERK TO EDALE PARISH COUNCIL**

**JANUARY 2021**

### **JOB DESCRIPTION**

#### **GENERAL RESPONSIBILITIES**

The Clerk to the Council will be the Proper Officer and the Responsible Financial Officer of the Council and is under a statutory duty to carry out all the functions required by law. He/she will be responsible for carrying out the instructions of the Council, to advise on overall policies, to handle all financial matters, to be present at meetings and to carry out all the necessary administrative functions.

#### **SPECIFIC RESPONSIBILITIES**

1. To ensure that all Councillors act within the law and that the Council's obligations for Risk Assessments are carried out where necessary.
2. To prepare agendas and any other relevant paperwork, attend meetings and provide Minutes. Following meetings, carry out all administrative tasks and correspondence as agreed by the Councillors.
3. To follow up, using their initiative, any suggestions or matters raised by Councillors and seek out information which is considered to be of interest and relevance to the working of the Council.
4. To monitor and balance the Council's accounts and prepare records for audit, receive and report on incoming invoices, and, where necessary, issue invoices on behalf of the Council. In addition, to ensure all incoming invoices are settled and payment is received for outgoing invoices.
5. To keep the parish well informed of the activities of the Council, with particular emphasis on writing articles and including abbreviated Minutes for the Village magazine.
6. To supervise any other members of staff, where relevant, and manage salaries, conditions of employment, etc.
7. To attend training courses or seminars as considered appropriate for the higher qualification and personal development of the Clerk.
8. To respond to queries from members of the public and other organisations by phone, email or post, as appropriate.

## **PERSON SPECIFICATION**

### **CLERK TO EDALE PARISH COUNCIL**

#### **GENERAL REQUIREMENTS**

An enthusiastic, assertive and highly motivated individual with a high standard of integrity, possessing good communication skills, a desire to learn and an interest in the workings of a local council.

#### **SPECIFIC REQUIREMENTS**

1. To have an ability to interpret and understand the legal obligations and functions of the Parish Council and the work of the Councillors.
2. To have good communication skills, with an attention to detail and to be familiar with accurate report and letter writing.
3. To be comfortable working with accounts and having an understanding of budgeting skills.
4. To have the capacity to seek out and obtain information and guidance from other authorities and to pass on this information, together with reports and correspondence received, to the Councillors in a confident and informative manner.
5. To have an ability to listen, absorb and re-present discussions in a concise and simple format.
6. To work from home, to be good at managing time effectively, be self motivated and to work to deadlines.
7. To have good IT skills with particular emphasis on the use of Word, Excel, Email, search engines and ZOOM.