



JOB DESCRIPTION: CLERK TO THE PARISH COUNCIL

Terms and Conditions of Service

The post is subject to the terms and conditions of service of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The Parish

The Parish of Winkfield covers approximately 3800 hectares. It consists of a number of settlements varying from Green Belt Villages in the northern sector, the more urban area of North Ascot in the centre and newer developments in the south.

The Council and its Meetings

The Council currently consists of 18 members but will increase to 19 as from May 2023 and the Parish is divided into four wards. Full Council meetings are normally held monthly on Tuesday evenings with any additional sub-committees or working parties also normally being held on Tuesdays.

Hours

The office is open from 9:00am – 1:00 pm. The Clerk will respond to phone calls and visits from members of the public if in the office during the afternoon but while the Clerk is the only member of staff working in the Office it is not possible to advertise that the office is open beyond 1:00 pm. The Clerk works while the office is open (20 hours per week) on a flexible basis, plus 17 hours per week in the afternoon/evening.

Salary

The salary is based on the revised NJC Salary Payscale 42-49 plus Outer London Fringe Allowance.

Travelling Allowance

The Clerk will receive an Essential Users Travelling Allowance based on the scheme of the National Joint Council.

Pension

The post is subject to Local Government Pension Regulations.

Key Qualities

The Clerk will:

- Have knowledge of Local Government and act as the Council's Responsible Financial Officer.
- Have a knowledge of Local Government Finance.
- Be computer literate.
- Be committed to delivering public services to the highest standard.
- Have good communication and presentation skills, and the ability to establish effective relationships with people and other organisations.
- Be resilient and an enthusiastic skilled manager of a close-knit staff team for an active Parish Council.

Duties

- Facilitating all meetings with agendas, relevant reports, minutes etc., and undertaking the actions arising. (This includes the Annual Parish Meeting.)
- Acting as the Council's Responsible Officer and advising the Council on the law relating to Parish activities.
- As Responsible Financial Officer, supervising the Assistant Responsible Finance Officer in keeping all necessary financial records and producing annual estimates, and Income and Expenditure based end of year accounts. Ensuring that relevant financial reports are produced for Council and Committee meetings.
- Managing a team of 3 office-based staff, comprising Assistant RFO and 2 Administration Assistants
- Taking an active role in initiating and developing policies and strategies.
- Managing the Council's resources, including the offices; Carnation Hall; Martin's Heron and The Warren Community Centre; two pavilions; eight recreation areas; with seven areas of play equipment; tennis courts; cricket pitch and football pitches. Also, two allotment sites; bus shelters; public seats and planting and public notice boards. Including also any additional facilities the Council may acquire in the future.
- Supervising the Head of Grounds Maintenance and Facilities and Ground Staff in running these facilities, contracts, maintenance, bookings, liaison with Clubs, tenants, Tennis Association etc.
- Taking overall responsibility for all office administration including computer systems, payroll, VAT returns, supervising systems and contracts, letting leisure facilities, negotiating agreements, bookings, purchasing, budgetary control, insurance, maintaining registers, inventories and general correspondence.
- Preparation of procurement tenders
- Representing the Parish Council and preparing and representing its case at meetings and public inquiries.
- Preparing Written submissions to other bodies
- Ensuring effective communication between the Council and parishioners, press and other bodies. Promoting good relations with parishioners, handling general inquiries.
- Managing the maintenance of the Council website and editing the Council Newsletter on a regular basis.
- Providing, where possible, support and assistance to local groups and organisations.
- Negotiating and promoting effective relationships with other organisations and particularly with Bracknell Forest Council.
- Organising, or assisting with, events such as Open Days, Annual Footpath Walk; Fun Days; Arts Week; Cycle Ride and other Parish celebrations and events.
- Managing all staff encouraging high performance standards and conducting annual staff appraisals
- Supervising training, discipline and Health and Safety, leading the close-knit staff team.
- Undertaking such other tasks as may reasonably come within the purview of the Clerk of the Council.

February 2023