**Job Title: Parish Clerk & Responsible Financial Officer
To Little & Great Eversden Parish Councils**

1. **Role Description**

**The Clerk to the Parish Council is a legally defined role and is accountable for the overall administration of the Parish Council.**

The primary responsibilities include:

1. Implementing the decisions of the Parish Council (PC);
2. Providing advice when appropriate specialist advice is obtained or required;
3. Assisting with development of plans and setting of objectives or priorities for the PC in an administrative capacity;
4. Ensuring the PC complies with its legal obligations and responsibilities;
5. Allocation and management of PC resources;
6. Summoning and attending meetings;
7. Managing information and communications on behalf of the PC;
8. Maintaining the PC website e.g. upload meeting agendas, minutes and policy documents, keep Councillor information up to date;
9. Acting as responsible Financial Officer ensuring the effective administration of the PC’s finances, and/or overseeing the work of other financial staff or auditors.
10. **This role is responsible and accountable for:**
11. Ensuring statutory and other provisions governing or affecting the running of the PC are observed;
12. Being independent and objective, taking instructions from the PC and recognising that the PC is responsible for all decisions;
13. Ensuring that the PC’s obligations for risk management including risk assessments are properly met, including, though not exclusively, the Clerks home working space; and where necessary risks are properly insured. Arranging risk assessments and other health and safety obligations to be conducted e.g. Display screen equipment assessment;
14. Establishing and maintaining effective paper and electronic filing systems to record the business of the PC in a recoverable format;
15. Ensuring compliance with GDPR, ensuring that PC e-mail is only accessed on equipment provided by the PC (PC laptop and PC hard drive), equipment may not be shared.
16. Time management, if an increase in working hours is needed or there are time management issues these must be communicated to the Chair and Vice Chair as soon as possible;
17. Ensuring the renewal for the PC’s insurance policy is reviewed and processed in time to ensure continuous cover, and keeping proof of cover on file;
18. Monitoring and balancing the PC's accounts, prepare and maintain records for audit purposes and VAT using the Scribe financial accounting system;
19. Meeting (or accessing online) and working with a suitable internal auditor as required;
20. Preparing, in consultation with appropriate members, agendas for meetings of the PC and Committees. To attend such meetings, and prepare minutes with action points for approval within 5 working days. Remind PC of open action items in advance of PC meetings;
21. Distribute meeting agendas, PC notices and relevant community information e.g. Covid updates, roadworks etc. to the village e-mail list, and post to the village Facebook page using a Parish Clerk Facebook account. This must be done in a timely fashion;
22. Must ensure the legal requirements for advertising PC meetings are always met (3 clear days).
23. Managing all employees and contractors engaged by the PC. This includes ensuring all HR practice is undertaken using appropriate record recording, systems and procedures, which meet good practice standards; ensuring they have appropriate public liability and other insurances;
24. Receive all correspondence and documents on behalf of the PC ensuring that emails and any urgent correspondence are dealt within an appropriate time frame, that the chair/vice chair are aware of all correspondence, or documents, and bring such items to the attention of the PC for review or decision; to issue correspondence as a result of instructions of, or the known policy of the PC;
25. Review reports and information relating to the activities of the PC and where necessary consult with qualified specialists or advisors in particular fields and produce reports for consideration and approval by the PC;
26. Ensure that the PC meets its statutory duties in all aspects of its activities as a provider of services to its community and as employer;
27. Receive and report on invoices for goods and services to be paid for by the PC and to ensure such accounts are met in a timely fashion. To issue invoices on behalf of the PC for goods and services and to ensure payment is received;
28. Ensure that the PC’s banking services are appropriate and are efficient;
29. Research and bring forward opportunities to apply for grants;
30. Records concerning services, activities and its employees are properly maintained and are stored so the PC complies with good practice standards;
31. Ensure that all policies and procedures remain relevant and are kept up to date;
32. In consultation with members of the PC prepare an annual operational/performance plan prior to the beginning of each PC year. The plan should identify ‘key’ activities, issues or priorities which will need to be addressed;
33. A list of policies and procedures is prepared and a plan for review and updating is agreed and implemented annually;
34. Attend local events or other meetings, as required, as the representative of the PC;
35. Prepare, in consultation with the Chair social media and press releases about the activities of, or decisions of, the PC;
36. Act at all times in accordance with good health and safety practice without exposing either themselves, colleagues and others to risk or hazards;
37. Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the PC;
38. Attend training courses or seminars on the work and role of the Clerk as required by the PC;
39. Work towards the achievement of a Certificate in Local Authority Administration (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the PC (if the CiLCA Certificate is not already held);
40. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications;
41. Prepare for and attend an annual Appraisal/Development review, which will be conducted by 2 councillors.
42. To act as the representative of the Council as required.
43. Undertake any other work that is commensurate with the salary or grading of this job role.
44. **Required skills, qualifications and criminal record**
45. A full clean driving licence;
46. No criminal record;
47. Able to travel by car to attend ‘in person’ meetings;
48. Able to work from home;
49. IT skills including e-mail, Zoom, MS Word, MS Excel, MS PowerPoint, Adobe, WordPress and social media e.g. Facebook;
50. GCSE English and Maths or above, or equivalent qualifications in English and Maths;
51. Prior experience of working as an administrator;
52. Experience and knowledge of working with local government procedures is preferred;
53. A Certificate in Local Authority Administration (CiLCA Certificate) or ongoing training towards the certificate is required. Or the candidate must be willing to undertake CiLCA training (the PC will pay for training).