

NEWTON SOLNEY PARISH COUNCIL

VACANCY FOR CLERK & RFO TO THE COUNCIL

Newton Solney Parish Council are seeking a Clerk and RFO

4 hours per week

Newton Solney parish council have 7 councillors working proactively on behalf of the community. It has responsibility for play equipment and recreational field

This is a part-time post at 4 hours per week, mainly working from home. Attendance is required at up to 11 evening meetings per year, usually on the third Tuesday of each month. A laptop will be provided.

The preference is to appoint someone with the CiLCA qualification or similar and ideally someone with previous experience in this kind of role, with drive and enthusiasm, and a real interest in serving and being involved in the local community. Add to this excellent administration, IT, and written and verbal communication skills and you could be the person we are looking for.

We will support a suitable candidate in meeting necessary training requirements.

JOB DESCRIPTION: CLERK TO THE 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 bylaw 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 advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk will be accountable to the Council for the effective management of all its resources and employees and will report to them as and when required.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
3. To manage the Council's tendering procedure and award of contracts ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.
4. To ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to another officer.
6. To issue notices and prepare agendas and minutes for the annual Parish Meeting called by the Chairman of the Council and to attend such assemblies.
7. 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 as a result of instructions of, or the known policy of the Council.
8. To evaluate reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To advise the Council on the practicability of its proposals: to draw up details of, and manage, ad hoc projects requested by the Council, drawing on appropriate expertise as required: to advise the Council of the implications of policies.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. (a). To support Councillors in their duties and to act as a representative of the Council as required: to build effective relationships with the public, other local authorities and outside bodies and organisations including the media, and to respond to their enquiries.
(b) To prepare in consultation with the Chairman and to ensure compliance against

liability and litigation, press releases and response to enquiries from the media about the activities and decisions of the Parish Council.

(c) To promote the Parish Council through its website and to ensure information is regularly and accurately updated.

12. To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner.

13. To oversee and administer the recreation ground

14. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.

15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

17. Any other duties commensurate with the post, as notified and agreed by Council.

PERSON SPECIFICATION

1. Previous experience in Local Council administration, ideally as a Clerk or Assistant Clerk to a Parish or Town Council
2. Hold Certificate of Local Council Administration or equivalent or be prepared to work towards CiLCA
3. Administration and office experience
4. Experience of attending meetings and minute taking
5. Accurate writing, report writing and numeracy abilities
6. Fully competent with Microsoft Word and Excel
7. Knowledge of financial management procedures & control
8. Experience in a management role
9. Good interpersonal and communication skills:
Able to use initiative, prioritise work and be flexible with duties
Methodical and thorough approach
Friendly and positive
outlook
Reliable and
punctual
Excellent communication skills (written & spoken)
10. Ability to work professionally & on own initiative to provide information & advice to Parish Council
11. To advise the Parish Council to work within the Standing Orders.