



Parish Council

Job Description – Parish Clerk & Responsible Financial Officer

Overall Responsibilities

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

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council. This role is part time and expected to be approximately 6 hours per week.

Detailed 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 Assessments are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings and general administration. To attend meetings and prepare minutes for approval.
5. To attend all meetings of the Council and where applicable meetings of its committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents in a timely manner and/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.
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 oversee the issue of invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study 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 draw up both on his/her own initiative and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. Where applicable, to supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired

result and where appropriate suggest modifications.

12. To act as the representative of the Council as required.

13. To understand the concepts of Data Protection, to have an operational understanding of GDPR requirements and ensure the Council operates in full compliance.

14. To issue notices and prepare agendas and minutes in a timely way for the Annual 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.

15. To prepare, in consultation with the Chairman/Councillors, press releases about the activities of, or decisions of, the Council.

16. Where applicable, to attend training courses or seminars on the work and role of the Clerk as required by the Council.

17. If appropriate, 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.

18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Potential membership a professional body such as The Society of Local Council Clerks.

Candidate Experience

- Will have proven experience in capturing minutes.
- Able to demonstrate excellent oral and written communication skills.
- Must be a pro-active, self-motivated individual, who is used to working independently.
- Be fully conversant with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint).
- Have a minimum of 2 years of accounting and/or booking keeping experience.
- Experience in maintaining websites would be an advantage but is not essential.

Other Candidate Requirements

- Own or have access to a vehicle and hold a full UK Driving Licence.
- Availability on Thursday's evenings once a month when Council meetings are typically held.
- Have a stable home broadband connection (minimum 3mb).

Important Information

- All applicants must be legally authorised to work in the United Kingdom.
- Job relocation is not available for this position.
- Visa Sponsorship is not available for this position.
- Background checks will be performed. In the event of a job offer, photo ID and proof of address would be required.

Interview Process

- Step 1 - Send CV and any covering letter to Cllr J Reid, Chairman at Ruckinge Parish Council Jeremy.ruckinge@pc@gmail.com
- Step 2 – If selected for interview, you will be contacted with a date and time proposal for an initial virtual online interview.
- Step 3 – If shortlisted, you will be invited to attend an in-person interview with the Council.