



Woodborough Parish Council

Job Description

Clerk/Responsible Financial Officer

Context

Accountable To	The Council
Hours	Part-time 18 hours per week
Salary	LC2 SCP 18 to 23 £16.35 to £17.85 (equivalent to £31,537 - £33,699 FT pa)
Contract	Permanent
Location	Home working. Laptop and phone will be provided. Meetings are held in the evening in Woodborough Village Hall On site visits in Woodborough will be required at times

Job Description

The Clerk is the Chief Officer of the Council, and is responsible for advising and supporting the Council and its members, carrying out the business of the Council between meetings, and engaging with the wider community, the district and county council and other partners.

Specific Duties include:

1. To convene meetings of the Council on the first Monday evening of the month (or Tuesday where there is a bank holiday), its Committees and Working Groups and, in liaison with the relevant Chairperson, prepare agendas, pre-meeting briefings and reports.
2. To attend all meetings of the Council and all meetings of its committees and sub-committees, provide advice on procedure and ensure accurate minutes are prepared and presented for approval.
3. To ensure the Council meets its statutory and other legal requirements, and to ensure compliance with Standing Orders and other council policies.
4. To act as the front-face of the Parish Council for residents other councils and wider partners.
5. To implement the Council's decisions and take decisions when delegated to do so.
6. To manage all aspects of the Parish Council premises;
 - Organising and overseeing regular maintenance eg grass cutting, hedge cutting, litter removal.
 - Cemetery – includes liaising with funeral directors and families in the organisation of burials and memorial stones; ensuring that accurate records are kept.
 - Village hall – includes working with the caretaker as appropriate: managing bookings and invoicing using the Hallmaster system; organising cleaning rotas; ensuring repairs and maintenance take place in a timely manner; arranging



contracts for gas, electricity and broadband. Organise and attend bimonthly meetings of Village Hall working party

- Playing field – includes liaising with sports clubs and other users regarding requirements.
 - Governors' Field – includes ensuring play equipment is safe and well maintained.
 - Allotments – includes dealing with enquiries, managing annual tenancy renewals and keeping the waiting list up to date.
 - Sam Middup Field – work with the Council to develop plans for the future recreational use of this field which is currently used by an agricultural tenant.
7. To work with partners to manage Parish Council responsibilities for the Churchyard.
 8. To work with Councillors to source and apply for funding grants where appropriate.
 9. To ensure the Council's obligations for risk assessment and management are properly met including health and safety measures and arranging all insurances.
 10. To receive correspondence and documents on behalf of the Council and to deal with them appropriately, bringing them to the attention of the Council as required in a timely manner. To issue correspondence as a result of instructions or the known policy of the Council.
 11. To work with the Parish Council to research, prepare and develop policies, procedures and strategies.
 12. To monitor the implemented policies of the Council to ensure they are having the desired impact and, where appropriate, suggest modifications.
 13. To work with the Council to prepare newsletters/reports/communications for circulation to residents.
 14. To maintain the Parish Council website, ensuring it meets statutory requirements and that information is up to date, relevant and accessible.
 15. To provide advice, support and guidance to councillors.
 16. To supervise any other member 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.
 17. To act as the representative of the Council as required.
 18. To draw on both their own initiative and suggestions by Councillors to devise proposals for consideration by the Council. To then consider and advise on practicability and likely effects of a specific course of action.
 19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attending training courses, briefings and conferences on the work and role of the Clerk.
 20. Understand the need for confidentiality, maintain secure records where needed and ensure that the requirements of GDPR legislation are met.
 21. As Responsible Financial Officer:
 - a. To manage and monitor the Council's accounts, ensuring they balance.
 - b. To prepare financial reports using the council financial software system on all relevant matters as required by the Parish Council or wider partners.
 - c. To help prepare the annual budget and to complete process to raise precept.
 - d. To ensure invoices are paid and/or raised in a timely manner.
 - e. To meet the requirements of the audit process.
 - f. To ensure that VAT is reclaimed annually.



- g. To manage the pension contributions and ensure returns are submitted as required to WPC's pension provider and the Pensions Regulator.
- h. In conjunction with our payroll services provider, to manage the payroll process and to ensure that tax and NI is accurately calculated and paid, and returns are submitted as required to HMRC.
- i. To seek to ensure value for money and effective utilisation of all Council resources.

Person Specification		
	Essential	Desirable
Education	<ul style="list-style-type: none"> GCSE or equivalent in English & maths Educated to A'level or degree equivalent 	<ul style="list-style-type: none"> Financial qualification Certificate of Local Council Administration (CiLCA)
Experience	<ul style="list-style-type: none"> Working in a public sector/ business/professional setting at decision making level Budget management Project management and working in partnership to deliver projects Use of Microsoft applications Supervising or managing staff Dealing with the public Dealing with and managing difficult conversations 	<ul style="list-style-type: none"> Experience as a clerk or in local government Use of local council finance packages (currently using Rialtas, planning to move to Scribe) Minuting meetings Management of facilities and grounds Knowledge of the Woodborough village and community
Knowledge and Skills	<ul style="list-style-type: none"> Strong verbal communication skills – able to engage confidently and empathetically with members of the public and other contacts Excellent written English is required. Good administrative skills Ability to assimilate a variety of viewpoints and establish common understanding Ability to solve problems in an inclusive manner Ability to produce reports and present information coherently Manage own time efficiently to set targets and meet deadlines Ability to use own initiative and take a pro-active approach to tasks. 	<ul style="list-style-type: none"> Understanding of risk management Knowledge and experience of health and safety legislation and practice



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