Coombe Bissett Parish Council

Parish Clerk and Responsible Financial Officer– Job Description

Overall Responsibilities:

The Clerk to the Parish Council is its principal executive and administrative officer. The Clerk is the Proper Officer of the Council with a statutory duty to carry out governance functions, including the issuance of all notifications. The Clerk is expected to advise the Council, assist in creating policies, produce information for effective decision making and implement decisions. The Clerk will work with Councillors and external bodies (including Wiltshire Council) to enable the Council to effectively exercise its local authority functions. The Clerk is also the Council's Responsible Financial Officer responsible for the effective management of its resources, administration of its finances and maintenance of financial records and accounts.

Specific Responsibilities:

1. To ensure that statutory and other regulations governing or affecting the running of the Council are observed.
2. To issue required notices and prepare in consultation with appropriate Councillors, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
3. To issue notices and prepare agendas for the annual Parish Meeting. To attend the Meeting, prepare minutes for approval and implement decisions made that are agreed by the Council.
4. To monitor the policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
5. To act as the Responsible Financial Officer and manage the financial records of the Council in accordance with legal requirements and best practice.
6. To maintain, monitor and balance the Council's accounts and prepare records for audit and other purposes as necessary.
7. To invite tenders for works to be carried out by the Council, let contracts and ensure that works are carried out in accordance with the specification.
8. 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 issue invoices on behalf of the Council for goods and services and to ensure payment is received.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on potential cost, practicality and likely effects of specific courses of action.
10. 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.

11. To maintain the Council's records and filing systems, and to make provision for the safe-keeping of records and other documents concerning the Council.
12. To receive planning applications from Wiltshire Council and inform them of the Parish Council recommendations and comments for each planning application.
13. To proactively seek and secure external funding, and build partnerships and relationships to support and develop the Council's services.
14. To ensure the Council's obligations under Health and Safety legislation are fulfilled and that its obligations to insure are properly met.
15. To carry out other appropriate duties commensurate with the position of Clerk.

Person Specification

A strong sense of public duty and desire to develop the Parish Council's services on behalf of the community of Coombe Bissett and Homington.

A self-starter with proven ability to work independently; drawing on technical and procedural advice provided by the National Association of Local Councils (NALC) and the Wiltshire Association of Local Councils (WALC).

Excellent organisational and administrative skills.

Bookkeeping skills with experience of managing modest sized financial accounts.

Good IT skills with experience of Microsoft Office applications.

A proven record of managing relationships, both within the Parish and with outside organisations and suppliers.

The Position

This is a permanent part-time position equating to 9 hours per week. Flexibility in working hours is required related to the timing and frequency of Council Meetings (usually six per year) and other commitments.

The Salary is based on National Association of Local Council (NALC) scales subject to experience and qualifications. It is subject to annual review.

The Parish Council does not have an office and the Clerk will work from home. IT equipment is provided and a working from home supplement is paid. Any other reasonable expenses incurred in the role will also be refunded.