



## **Bishop Middleham Parish Council** **Job Description**

### Overall Responsibilities

- The Clerk to the Council is 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 will advise the Council on, and assist in the formation, documentation and maintenance of overall policies to be followed in respect of the Authority's activities; in particular, to produce and prepare all the information required for effective decision making and constructive implementation of those decisions.
- The Clerk is accountable to the Council for the effective management of all its resources and will create and provide both regular and ad hoc reporting to provide the Council with assurance of the same.
- The Clerk is also the Responsible Financial Officer; responsible for all day-to-day administration of Council finances, budgeting, forecasting and financial record keeping in line with our statutory and legal obligations.

### Specific 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 monitor Council policy and activity to ensure they are achieving desired outcomes, flagging risks and issues and making suggestions to ensure that the Council meets its Risk Management obligations.

4. To prepare to agreed timescales and standards, in consultation with nominated Councillors, agendas for meetings of the Council and Committees.
5. To attend all meetings of the Council (including annual Parish meetings) and as required, meetings of its committees and subcommittees, maintaining action and decision logs and preparing minutes for approval.
6. To receive correspondence and documents on behalf of the Council and to respond or bring such items to the attention of the Council. To prepare and issue correspondence in line with instructions of, or the known policy of the Council.
7. To act as Council contracts manager with prioritised focus on ensuring effective delivery and monitoring of our groundworks and maintenance contract.
8. Work with Council members and volunteers to help organise and support the delivery of community events throughout the year, ensuring we meet all Health & Safety requirements.
9. To issue, receive and report on invoices for goods and services and to ensure such payments are received, reconciled and paid on time.
10. To network with County and broader sector specialists and administrators, studying reports and other information so as to bring relevant information and good practice to the attention of the Council.
11. To help identify funding opportunities and support and administrate funding bids.
12. To act as the representative of the Council as required.
13. To work with our website provider to manage the Parish Council website content.
14. To prepare communications to be:
  - a Used in press/media releases,
  - b Displayed on our Parish Notice boards
  - c Used in community social media pages / forums
15. To work with our website provider to coordinate the community website and to specifically manage the Parish Council content.
16. To undertake continuing professional development to maintain, update and acquire the necessary skills and knowledge required for the efficient and effective delivery of your duties as Clerk.

- a It is suggested you register for membership of your professional body The Society of Local Council Clerks and the Council will be pleased to support you in working towards the achievement of Qualified Clerk status (if not already attained)

17. The Council reserves the right to reasonably vary these duties, following discussion and consultation, when required in order to improve the effectiveness of overall Council performance.

### **Person Specification**

#### Skills and Knowledge Matrix

Competency	Essential	Desirable
Qualification / Experience		<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration (CiLCA)</li> <li>• Experience in Local Govt</li> </ul>
Skills / Technical	<ul style="list-style-type: none"> <li>• High level numeracy and literacy</li> <li>• High level computer literacy (Outlook, Word, Publisher, Power Point, Excel, File Manager / OneDrive / Teams)</li> <li>• Experience of office administration</li> <li>• Working knowledge of Local Govt working practice</li> <li>• Competent in bookkeeping and financial administration.</li> <li>• Ability to communicate at all levels: verbal and written</li> <li>• Experience in completing funding bids</li> <li>• Excellent organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• In depth experience of Local Government working practice</li> <li>• Confident public speaker</li> <li>• Established local Govt network</li> <li>• Current Driving Licence</li> </ul>
Cultural / Behavioural	<ul style="list-style-type: none"> <li>• Customer focussed</li> <li>• Willingness to be flexible with hours worked where necessary. I.e evenings for meetings and time at weekends for key community events</li> <li>• Self-starter / work on own initiative</li> <li>• Can do, positive, supportive attitude</li> <li>• Happy to challenge and be challenged from a position of 2-way respect</li> <li>• A team player</li> </ul>	