

Cadeby Parish Council

cadebyparishcouncil@gmail.com

Cadeby Parish Council – Clerk Vacancy

JOB DESCRIPTION

Job Title: Clerk to the Council and Responsible Financial Officer

Responsible to: Full Council

Responsible for: All property and financial resources

Employment: Part-time, 5hrs/week, including evening work

Salary Scale: SCP LC1 7-12 (£10.63 - £11.75 per hour)

Job Purpose

The Parish Clerk will be accountable to the Council for the effective management of all its resources. The Clerk will be responsible for ensuring that the lawful instruction of the Council in connection with its function as a local authority are carried out.

The Clerk will be the 'Proper Officer' and as such is under statutory duty to carry out all functions and to serve statutory notifications.

As Responsible Financial Officer (RFO) the Clerk will be responsible for the Council's financial records and administration of its finances.

Key Duties and Responsibilities

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed and properly undertaken.
2. Advise the Council on all policy issues and changes in legislation.
3. To ensure that all Council elections and co-options are undertaken in accordance with legal requirements.
4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. Produce and publish at the statutory time, the Agenda, previous minutes and all associated documents for all Council meetings, where necessary in consultation with the Chairman of the Council and deliver to all Parish Councillors by email.
6. Attend and minute all Council meetings and the Annual Parish Meeting.
7. Produce and publish draft Minutes of any Council meeting within 7 working days of that meeting and deliver to all Parish Councillors by email.
8. To receive and deal with correspondence and documents on behalf of the Council or bring such items which require urgent attention to the responsible Parish Councillor, where the Council has made such delegation, or to the Chairman, where no such delegation has been made.

Cadeby Parish Council

cadebyparishcouncil@gmail.com

9. To issue correspondence because of instructions, or the known policy of the Council.
10. Maintain a list of all Councillors, Council contractors, volunteers acting on behalf of the Council including contact details.
11. Provide safe, in secure but accessible custody, all documentation concerning the Council.
12. Maintain Defibrillator and report required site checks.
13. Ensure the website is up to date and maintained.
14. Attend training courses and meetings on behalf of the Council, as the Council shall direct.
15. Receive communications from and provide information to the public, on request, in relation to Council matters and make available, on request, any documentation covered by publication regulations.
16. As the Council's advisor on financial matters, be responsible for the administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
17. Prepare the annual budgets and Precept requirements for consideration at Council November meeting.
18. Maintain Council's bank accounts
19. Maintain VAT, HMRC and Insurance records in line with legislation
20. Make prompt payment of invoices on the instruction of the Council
21. Manage and maintain records of Council income and expenditure and provide a statement detailing the financial position at each Council meeting.
22. Prepare and submit statutory internal audit requirements and progress any consequential actions.

If you wish to be considered for this position please forward your application by email to Councillor Ian Smith, ian.smith1953@hotmail.com

Applications close at 12 noon, on 30th September 2022