



Job Description

Clerk to the Parish Council and Responsible Financial Officer

SCPs 24 to 28 (£34,314 to £37,938 per annum pro-rated) depending on experience and qualifications, for 10-15 hours a week

The Clerk to the Council is the Proper Officer of the Council. 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 to produce all the requisite information for making effective decisions and to implement decisions in a proper manner.

The applicant 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 therefore responsible for all financial records of the Council and the careful administration of its finances.

Except for monthly Parish Council meetings and visits to the Parish for specific projects or meetings, the role is home-based. The Parish Council is currently at complement with five Councillors sitting on the Parish Council. For the financial year 2025/6 the Parish Council will have a precept of £100,000 and is responsible for the areas of Two Mile Ash, Kiln Farm and Wymbush, representing a population size of over 3,000 residents.

The Parish Council will offer support for a successful candidate to study the Certificate in Local Council Administration (CiLCA).

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 ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, Agendas for meetings of the Council and to issue notices in accordance with the Council's Standing Orders. To attend such meetings and prepare Minutes for approval.
5. To attend, and Minute, monthly Parish Council Meetings (with the exception of August)

which take place in the evening and ensure they are run in accordance with the Standing Orders. Attend and Minute the Annual Parish Meeting.

6. 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.
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 issue 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 Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To issue regular monthly updates of the accounts, budget spending and bank balances.
14. To complete forms ("AGAR") for national auditing requirements and submit as required.
15. To ensure the Parish Council noticeboard and website is duly kept up-to-date.