

## **IRCHESTER PARISH COUNCIL**

### **JOB DESCRIPTION**

**POST:** Parish Clerk/RFO

**JOB PURPOSE:** The overall purpose of the role is to assist, support and provide cover for the Irchester Parish Council in all aspects of day to day management and operation of Council services.

**SALARY:**

### **QUALIFICATIONS/REQUIREMENTS**

1. Excellent communication skills (telephone and face to face)
2. Able to work with little supervision and use own initiative.
3. Possess a "can-do" attitude and proactive approach.
4. Willingness to learn.
5. Good Office Administration and Accounting Skills
6. Ability to keep routine records.
7. Ability to demonstrate adequate computer skills, email, internet, word, excel etc.
8. Ability to manage and develop the Parish Council's social media including website
9. Must be able to work flexible hours with the ability to be called upon in case of emergency during and out of normal working hours.

### **JOB SPECIFICATIONS/MAIN RESPONSIBILITIES**

#### **ADMINISTRATION DUTIES**

- Answering questions and giving out requested information to members of the public as required.
- Answering routine telephone enquiries and responding to correspondence accordingly
- Performing, clerical, and record keeping duties including filing.
- Opening and actioning/responding to e-mails as required, forwarding information to relevant authority and/or reporting issues to relevant authority or the councillors
- Assist in the Production of the Parish Council Magazine when required.
- Attend training sessions, workshops or seminars as deemed appropriate.
- Update website
- To check the defibrillators weekly
- To produce the VAS statistics
- To organise community events as and when required by the Council
- To undertake necessary training.
- Accounts – To prepare all and keep up to date accounts for the parish council using the Alpha package
- To complete end of year and AGAR requirements
- To prepare and assist in the budget setting

#### **Ensuring compliance with legal duties**

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

#### **Managing Parish Council, Committee, and Parish meetings**

- Prepare informative agendas for meetings of the Council, in consultation with appropriate Councillors.
- Attend all meetings of the Full Council, take a formal Minute of the meeting and create an Action Log. Ensure that these actions are taken in advance of the following meeting.
- Issue notices and agendas for the Parish Council's statutory annual meeting
- Update Council's business plan and monitor progress of schemes.
- Bring forward draft policies and scheme proposals to reflect community needs.
- Receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council. Prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings.
- Draft responses to third party consultation exercises.
- Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

## **TERMS OF EMPLOYMENT**

Probation Period. A permanent contract will be offered after a successful six month trial.

Salary Scale LC2 SCP 18-23 Hours of work being 15 hours per week of which a time sheet needs to be completed. Hours of work to include some flexibility to change patterns of work to suit the needs of the job and as agreed with the Council.

Holiday - 4 weeks per year based on full time (37 hours per week) Pro-rata for part time excluding public/bank holidays

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and shall not be construed as a declaration of the specific duties and responsibilities. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB SPECIFICATION REQUIREMENT ESSENTIAL DESIRABLE**

Description	Essential	Desirable
Working knowledge of local government including finance, law and procedure		X
Experience and skills in financial management	X	
IT Literate including word processing, spreadsheets and database	X	
Hold recognised qualification ie CiLCA - Certificate in Local Council Administration		X
Willing to work for CiLCA qualification	X	
Good written and oral communication skills with the ability to communicate with others	X	
Good administration and organisational skills	X	
Ability to produce minutes of meetings and answer correspondence	X	
Have the ability to work on own initiative, meeting strict deadlines	X	
Flexible attitude with hours including attendance at evening meetings	X	
Open and honest	X	