

Berrynarbor Parish Council
PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER
Salary SCP 24 – 28 (£17.16 p/h - £19.05 p/h)
dependent on experience & qualifications

25 hours per month to include attendance at monthly evening meetings

Berrynarbor Parish Council is seeking a Parish Clerk & Responsible Financial Officer. Berrynarbor is an active Parish Council looking for someone with a “can do” attitude who is self-motivated and conscientious. Prior experience in Local Government would be beneficial, however, training can be provided, applicants will need to be computer literate and able to prepare council agendas and record minutes, they should also be familiar with financial procedures and able to communicate effectively with a range of organisations and members of the public.

For an application pack or informal chat please contact:
The Parish Clerk, Victoria Woodhouse on 07815665215 or e-mail clerk@berrynarborparishcouncil.org.uk

Closing Date: 30th September 2024



BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS VICTORIA WOODHOUSE
C/O THISTLEDOWN, BUCKLAND BREWER, BIDEFORD,
EX39 5NN
EMAIL: clerk@berrynarborparishcouncil.org.uk



Job – Description - Parish Clerk and Responsible Financial Officer

Overall Responsibilities

The Parish Clerk to Berrynarbor Parish Council is the Chief Executive of the Council and acts as Proper Officer and Responsible Financial Officer.

As Proper Officer the Clerk is under a statutory duty to carry out all the functions, and in particular to sever or issue all the notifications required by law, of a local authority's Proper Officer. The Clerk is responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk will advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities. The Clerk will produce the necessary reports and information required for making effective decisions, and will constructively implement those decisions. The Clerk is accountable to the Council for the effective management of its resources, for maintain financial records of the Council and for the careful administration of its finances.

Specific Responsibilities

- To ensure that the legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare the records for audit purposes and for VAT.
- To issue the precept.
- To ensure that the Council's obligations to insure are properly met.
- To prepare job specifications, in consultation with councillors, for work going out to tender and to report to Council on those tenders.
- To study reports and other data on matters bearing on the activities of the Council, to discuss these where appropriate with specialists, and to advise the Council on appropriate action.
- To prepare in consultation with appropriate members, agendas for meetings of the Council and its Committees; to attend those meetings and to take, or supervise the taking of, the minutes of those meetings for approval.

- To receive correspondence and documents on behalf of the Council, and to deal with the correspondence or documents or to bring such items to the attention of the Council. To issue correspondence in accordance with the instructions, or the known policy of the Council.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure payment is made. To issue invoices on behalf of the Council for goods and services, and to ensure payment is received.
- To ensure that payment of salaries, tax, pension contributions and national Insurance are made each month.
- To act as a representative of the Council as required.
- To attend all meetings of the Council.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses and conferences relating to the work of the role of Clerk as required by the Council.
- Overall management of the Council's website.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To draw up both on his/her initiative, and as a result of suggestions by Councillors, proposals for the Council and to advise on practicality and the likely effects of specific courses of action.
- Negotiation of contracts and leases.

Person Specification – Parish Clerk & Responsible Finance Officer

Competency	Essential	Desirable
Education, Professional Qualifications and Training	<ul style="list-style-type: none"> • High level of numeracy and literacy • Completion of or working towards the Certificate in Local Council Administration (or equivalent) 	<ul style="list-style-type: none"> • Degree in Community Engagement and Governance (formerly Local Policy).
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> • Experience of administration work and dealing with the public. • Competent administrator and book keeper, with excellent organisational skills, demonstrating a high standard of computer literacy, including e-mail and internet. • Experience of HMRC PAYE. • Understanding the Inland Revenue and VAT Returns. • Ability to work effectively on your own and as part of a team. • A good working knowledge of Microsoft Word, Excel, Publisher and PowerPoint. • Self-Motivated. • Good working knowledge and understanding of Local Government structure and practices. • Ability to advise and service elected members. • Confident communicator with the ability to communicate at all levels in the community, both orally and in writing and possessing good negotiation skills. • Good knowledge of Employment and Health & Safety legislation. • Ability to recognise the political and/or legal consequences of any action proposed by the Council. • Proven budget management/financial procedures. • Leadership skills and the ability to manage contractors effectively. 	<ul style="list-style-type: none"> • An awareness of the advantages new technology could have on the servicing of the Council. • Experience of Managing a website. • Confident public speaker • Project management experience. • Experience of managing a small team. • Understanding of local democratic process. • Experience of advising and servicing councils and working with elected members.
Circumstances	<ul style="list-style-type: none"> • Willingness to work evenings when the Council meets. • Flexible and committed to the Council. 	<ul style="list-style-type: none"> • Current driving licence.