

## BENWICK PARISH COUNCIL



### JOB DESCRIPTION - PARISH CLERK

Responsible to: Benwick Parish Council

Hours: Up to 8 hours per week, including attendance at monthly evening meetings

Location: Home based, with attendance at monthly meetings and occasional site visits as required.

Salary: SCP 11-23 (£14.59 – £17.85) depending on qualifications and experience

Pension: Local Government Pension Scheme eligibility applies

### ROLE PURPOSE

The Parish Clerk is the Proper Officer of the Council and is responsible for ensuring that the Council conducts its business lawfully, efficiently and in accordance with statutory requirements, Standing Orders and Financial Regulations.

The Clerk provides administrative, procedural and organisational support to the Council and advises councillors on governance and legal matters relevant to the work of the Parish Council.

The Clerk is accountable to the Council as a corporate body and is responsible for implementing the decisions of the Council.

### MAIN RESPONSIBILITIES

#### **Council Administration**

- Prepare agendas in consultation with the Chair and publish meeting documentation in accordance with legal requirements.
- Attend meetings of the Parish Council and prepare accurate minutes and records of decisions.
- Implement decisions made by the Council and monitor ongoing actions.
- Maintain and securely store Council records and documents.
- Manage incoming and outgoing correspondence and respond to routine enquiries.
- Maintain the Council's website and social media channels and publish information in accordance with transparency and accessibility requirements.

- Ensure compliance with relevant legislation including data protection and Freedom of Information requirements.
- Support councillors with procedural and administrative matters.
- Act as Proper Officer for the Council in relation to elections, co-options and statutory notices.

### **Governance and Advisory Role**

- Provide impartial and professional advice to the Council.
- Ensure the Council acts within its legal powers and follows adopted policies and procedures.
- Maintain an awareness of changes in legislation and guidance affecting parish councils.
- Liaise with external organisations including Fenland District Council, Cambridgeshire County Council, Cambridgeshire and Peterborough Association of Local Councils (CAPALC), Society of Local Council Clerks (SLCC) and other bodies as required.

### **Operational Responsibilities**

- Administer the Parish Cemetery in accordance with Council policy and relevant regulations.
- Administer the Parish Allotments.
- Arrange and oversee routine works relating to Council assets and services where required.
- Assist with the administration and coordination of small Council projects, contracts and community initiatives as required.
- Undertake occasional site visits relating to Council business.

### **Financial Administration and Responsible Financial Officer Support**

The Responsible Financial Officer role will initially remain separate during a transitional period. The Clerk will work closely with the Responsible Financial Officer and may undertake administrative financial duties including:

- processing invoices and payments
- maintaining financial records and spreadsheets
- assisting with payroll administration using HMRC Basic PAYE Tools
- supporting budget preparation and audit processes
- administering online banking in accordance with Council procedures
- preparing information required for financial reporting and annual governance processes

Subject to future review by the Council, the post may develop to include additional Responsible Financial Officer responsibilities.

## **Training and Development**

- Undertake appropriate training necessary for the role.
- Maintain membership of relevant professional bodies where agreed by the Council.
- Work towards the Certificate in Local Council Administration (CiLCA) if not already qualified.

## **PERSON SPECIFICATION**



### **Essential**

- Good administrative and organisational skills
- Good written and verbal communication skills
- Competent IT skills including Microsoft Word, Excel and email
- Ability to work independently and prioritise workload
- Ability to maintain confidentiality and professionalism
- Willingness to attend evening meetings
- Willingness to undertake training

### **Desirable**

- Previous administrative or local government experience
- Knowledge of local council procedures and legislation
- CiLCA qualification or willingness to study towards it
- Experience maintaining websites or online systems

The post holder may be required to undertake other duties reasonably commensurate with the role as requested by the Council.