

Woodwalton Parish Council

Locum Clerk – Mrs Samantha Sharp CiLCA

E-Mail – clerk@woodwalton-pc.gov.uk

Appointment of Clerk to the Council

Woodwalton is a small parish, with a growing population. The Parish Council consists of 5 councillors.

Job Title	Parish Clerk and Responsible Financial Officer
Responsible To	Woodwalton Parish Council
Salary	SCP 13 – 17 £11.97 - £14.67 per hour
Salary will be in line with the nationally agreed pay scale, based upon experience	
Hours of Work	12 Per Month
Holiday Entitlement	Holiday entitlement is calculated and based on hours worked per week.
Working Location	Mainly Home Based
Contract Length	Permanent

We are looking to recruit our Clerk to the Council and we believe that it is essential the person we appoint is:

- qualified and holds the CiLCA qualification or willing to train to achieve the qualification
- self-confident in managing their relationships with people at all levels
- able to work independently and effectively
- able to manage a diverse and at times complex range of work
- able to attend bi-monthly evening meetings of the Council

Due to the nature of the work, we expect the person we appoint to work flexibly for approximately 12 hours per month. The actual hours of work will be subject to agreement on appointment. **However, we anticipate this will comprise of two hours per week, between the hours of 9-5 (Monday to Friday)** with the remaining spread to cover the requirements of Parish business and may include occasional weekend working.

A full job description and Person Specification is available from clerk@woodwalton-pc.gov.uk, to whom questions concerning the role should be addressed in the first instance.

Applications to be by CV only, which should be sent by e-mail to: clerk@woodwalton-pc.gov.uk by 5pm on Friday 12th August 2022.

It is anticipated that interviews for this position will be held during August 2022.

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Job Title: Clerk to Council

1. Role Description

The Clerk to the Parish Council is a legally defined role and is accountable for the overall administration of the Parish Council.

Their primary responsibilities include:

1. Implementing the decisions of the Parish Council;
2. Providing advice when appropriate specialist advice is obtained or required;
3. Contributing to development of plans and setting of objectives or priorities for the Parish Council;
4. Ensuring the Parish Council comply with its legal obligations and responsibilities;
5. Allocation and management of Parish Council resources;
6. Managing information and communications on behalf of the Council;
7. Maintaining the Parish Council website;
8. Acting as the Responsible Financial Officer ensuring the effective administration of the Parish Council's finances.

2. This role is responsible and accountable for:

1. Ensuring statutory and other provisions governing or affecting the running of the Parish Council are observed;
2. Monitoring and balancing the Parish Council's accounts and prepare records for audit purposes and VAT;
3. Preparing, in consultation with appropriate members, agendas for meetings of the Parish Council and Committees. To attend such meetings and prepare minutes for approval;
4. Managing all employees and contractors engaged by the Parish Council. This includes ensuring all HR practice is undertaken using appropriate record recording, systems and procedures, which meet good practice standards;
5. Receive all correspondence and documents and when appropriate or instructed by the Parish Council deal with the correspondence or documents or bring such items to the attention of the Parish Council for review or decision;
6. Review reports and information relating to the activities of the Parish Council and where necessary consult with specialist or advisors and produce reports for consideration and decision by the Parish Council;

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7. Ensure that the Parish Council meets its statutory duties in all aspects of its activities as a provider of services to its community and as employer;
8. Receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met in a timely fashion. To issue invoices on behalf of the Parish Council for goods and services and to ensure payment is received;
9. Ensure that the Parish Council's banking services are appropriate and are efficient;
10. Records concerning services, activities and its employees are properly maintained and are stored so the Parish Council complies with good practice standards;
11. Ensure that all policies and procedures remain relevant and are kept up to date;
12. In consultation with members of the Parish Council prepare an annual operational/performance plan prior to the beginning of each Council year. The plan should identify 'key' activities, issues or priorities which will need to be addressed;
13. A list of policies and procedures is prepared and a plan for review and updating is agreed and implemented annually;
14. Attend local events or other meetings, as required, as the representative of the Parish Council;
15. Prepare, in consultation with the Chair, social media and press releases about the activities of, or decisions of, the Parish Council;
16. Act at all times in accordance with good health and safety practice without exposing either themselves, colleagues and others to risk or hazards;
17. Undertake any other work that is commensurate with the salary or grading of this job role.

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Clerk to the Council

Person Specification

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Education and Training	<ul style="list-style-type: none">• Good standard of general education	✓		CV
	<ul style="list-style-type: none">• Has undertaken formal training in the Role of the Parish Clerk		✓	CV
	<ul style="list-style-type: none">• Qualified to drive		✓	CV
Experience	<ul style="list-style-type: none">• 3 Years, experience as an administrator in supporting an organisation with a diverse range of activities in local government and reporting.		✓	CV/Interview
	<ul style="list-style-type: none">• Experienced in administering accounts including budget preparation, management and reporting.	✓		CV/Interview
	<ul style="list-style-type: none">• Has managed individuals or teams of people.		✓	CV/Interview
	<ul style="list-style-type: none">• Experience of working with representatives who are either elected or volunteers.		✓	CV

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	<ul style="list-style-type: none"> Has worked with or for public sector organisations 		✓	CV
	<ul style="list-style-type: none"> Has experience in procuring and managing services provided by suppliers or third parties 	✓		CV/Interview
Knowledge and Skills	<ul style="list-style-type: none"> Demonstrates good verbal and written communication and numerical reasoning skills. 	✓		Occupational or Job Skills Test
	<ul style="list-style-type: none"> Has a good understanding of MS365, Word and Excel and other related software. 	✓		Interview
	<ul style="list-style-type: none"> Demonstrates a good understanding of office technology for managing the Council and its activities. 	✓		Interview
	<ul style="list-style-type: none"> Knows how to use social media and is able to manage and develop our website. 	✓		CV/Interview
	<ul style="list-style-type: none"> Demonstrates good leadership and management skills 	✓		Interview
	<ul style="list-style-type: none"> Has a good understanding of electronic financial management systems 	✓		Interview

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	<ul style="list-style-type: none"> Knows and understands how to plan meetings, set agendas, take minutes 	✓		CV/Interview
	<ul style="list-style-type: none"> Has an understanding of Local Government. 		✓	CV/Interview
	<ul style="list-style-type: none"> Has good communication skills 	✓		Interview
	<ul style="list-style-type: none"> Is reasonably assertive 	✓		Interview
	<ul style="list-style-type: none"> Has a positive outlook 	✓		Interview
	<ul style="list-style-type: none"> Is self-confident 	✓		Interview
	<ul style="list-style-type: none"> Has an interest in local issues. 		✓	CV/Interview
Other	<ul style="list-style-type: none"> Is available for 2 hours a week (12 Hours a Month) 	✓		CV
	<ul style="list-style-type: none"> Is able to work evenings 	✓		CV
	<ul style="list-style-type: none"> Has personal transport 	✓		Interview
	<ul style="list-style-type: none"> Is able to work from home 	✓		CV