

# Balderstone Parish Council

## JOB DESCRIPTION

- 1. JOB TITLE:** Part Time Parish Clerk/Responsible Financial Officer

2 hours per week.

Meetings are held 6 times per year (every 2 months) and usually on the first Tuesday of the month. These hours are included in the 2hrs per week.
- 2. REFERENCE:** BPC05
- 3. SALARY SCALE:** £11.53 per hour
- 4. RESPONSIBLE TO:** The Parish Council as a whole.
- 5. JOB PURPOSE:** To be the proper officer of the Parish Council and undertake all statutory duties including serving and issuing of all notifications required by law of a Local Authority's Proper Officer.
- 6. MAIN DUTIES:**

  - 6.1** To be responsible for ensuring that the instructions of the Parish Council in connection with its functions as a Local Authority are carried out.
  - 6.2** To advise the Parish Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities.
  - 6.3** To produce all information required for making effective decisions and to implement constructively all decisions.
  - 6.4** To be accountable to the Parish Council for the effective management of all its resources and to report to them as and when required.
  - 6.5** To be responsible for all the financial records of the Parish Council and the careful administration of these finances.
  - 6.6** To prepare and circulate agendas, reports and minutes.
  - 6.7** To action the decisions of the Parish Council.
  - 6.8** To brief the Chairperson prior to Parish Council meetings.
  - 6.9** To keep records of all correspondence and general administration, including custody of all legal documents, deeds, insurance policies and all other records etc.

- 6.10** To prepare accounts for auditing, including the preparation of annual estimates.
- 6.11** To maintain financial records of payments and collection of accounts.
- 6.12** To be responsible for the updating of the Parish Council website and Facebook page.
- 6.13** To prepare all statutory returns.
- 6.14** To prepare reports to the Parish Council.
- 6.15** To maintain records of insurance policies and any other registers.
- 6.16** To manage any charity funds under the jurisdiction of the Parish Council.
- 6.17** To liaise with Ribble Valley Borough Council, Lancashire County Council and any other third parties on Parish Council matters.
- 6.18** To undertake such other duties of a similar nature and responsibility level, which may be allocated to the post from time to time by the Council.
- 6.19** To adhere to the Council's policies including equal opportunities and health and safety.

Signed (Postholder): \_\_\_\_\_ Dated: \_\_\_\_\_

Signed (Line Manager): \_\_\_\_\_ Dated: \_\_\_\_\_

# Balderstone Parish Council

## PERSON SPECIFICATION

**JOB TITLE: Part Time Parish Clerk**

**REFERENCE NO: BPC05**

<b>ATTRIBUTES</b>	<b>ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS</b>
<b>1. EXPERIENCE</b>	
Previous experience of clerical/admin duties.	<b>E</b>
Proven experience of budget setting, financial control and VAT.	<b>E</b>
Experience of working with computer accounting packages.	<b>E</b>
Practical experience of Servicing Committees.	<b>E</b>
Previous Parish Clerk experience.	<b>D</b>
Experience of Project Management.	<b>D</b>
<b>2. QUALIFICATIONS</b>	
Educated to GCSE level, with a good standard of literacy and numeracy, ie Maths and English at grade C (equivalent to the new grade 4) or above.	<b>E</b>
Administration and Bookkeeping qualifications.	<b>D</b>
Completion of, or working towards, the Certificate in Local Council Administration (CiLCA) or other recognised related qualification(s).	<b>D</b>
<b>3. SKILLS/KNOWLEDGE</b>	
Working knowledge and understanding of Parish Council practice and functions.	<b>E</b>
Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors.	<b>E</b>
Ability to produce accurate minutes and agendas.	<b>E</b>
Ability to deal with other authorities and agencies and promote the image of the Parish Council.	<b>E</b>

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**REFERENCE NO: BPC05**

<b>3. SKILLS/KNOWLEDGE</b>	
Good working knowledge of IT systems including Microsoft Word and Excel.	<b>E</b>
Able to update the Parish Council Website and Facebook pages.	<b>E</b>
Ability to work unsupervised and organise own workload	<b>E</b>
<b>4. PERSONAL QUALITIES</b>	
Excellent oral and written communication skills with the ability to build good relationships with Councillors.	<b>E</b>
Ability to provide objective advice to Councillors in a timely and coherent manner.	<b>E</b>
Ability to deal with people in an understanding manner, whilst displaying firmness as appropriate.	<b>E</b>
Ability to deal with matters on a confidential basis.	<b>E</b>
A flexible and adaptable approach.	<b>E</b>
A commitment to ongoing professional development.	<b>E</b>