

Leo Coles Pavilion
25 Green Lane
Bradwell
Great Yarmouth
NR31 8QG



Telephone: 01493 444478
E-mail: clerk@bradwellparishcouncil.gov.uk
Website: www.bradwellparishcouncil.gov.uk

Job Description Parish Clerk and Responsible Financial Officer

Section 1: The Role

The Clerk of the Parish Council is responsible for the administration of the Council's business. The range of responsibilities expected in order to fulfil the requirements and best interests of the Parish Council are detailed as follows:

1. Act as Proper Officer for Bradwell Parish Council
2. Fulfil the work of the Council and various Committee Chairs and Members
3. Purchase goods and services on behalf of the Council
4. Liaise with other authorities and bodies
5. Manage the daily business of the Parish Office
6. Supervise staff and contractors carrying out the business of the Council
7. Manage the Council's IT systems and website
8. Actively manage the Council's interest and assets to optimize value to the community
9. Manage projects that deliver the objectives of the Parish Council with the overview of the Responsible Financial Officer in relation to monetary matters

Section 2: Main Duties and Responsibilities

Compliance with all legal duties

1. Ensure that the Articles of Association and all statutory and other provisions governing or affecting the running of the Council are observed and informing the Council of any changes or updates which need attention.
2. Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate to recommend modifications.
3. Prepare and agree with the Chair, the agendas for committee meetings but attend and minute only key meetings where the Parish Clerk's presence is required.
4. Managing Bradwell Parish Council, Committee and Parish meetings by preparing and circulating informative Agendas in consultation with the Chair, or appropriate Councillors.
5. Attend all meetings of the Full Council, taking formal Minutes of the meeting and create an Action Log ensuring these actions are taken in advance of the following meeting.
6. Assisting in the Delivery of Bradwell Parish Council's strategic purpose and ensuring that all administration associated with ongoing projects is kept up to date and secure
7. Receive correspondence and documents on behalf of the Council and following the policy of the Council and in liaison with appropriate Councillors respond on behalf of the Council where decisions need not be made by the whole Council.

8. Prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings for information and comment by the Council.
9. In the event of any disputes with members of the public and/or Council or individual Councillors along with the Chair of the Council attend mediation meetings and take Minutes.

Section 3. Parish Administration

1. Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format and for transparency.
2. Ensure links are maintained to partner organisations for community accessibility to report problems or seek information
3. Assist the Council in planning a Calendar of events and facilitate the events with a long lead time to ensure smooth running of the event.
4. Monitoring website and ensuring information is up to date
5. Maintaining a presence in the Council office to meet with residents and record issues or meetings where applicable or receive payments from residents for related services.
6. Place and manage orders for the purchase and supply of goods and services.
7. Ensure the letting and effective management of Parish allotments.
8. Work collaboratively with the Chairs of all relevant committees on issues arising or ongoing.
9. To prepare, in consultation with the Chairman, press releases about the activities of, or the decisions of, the Council.

Section 4. Health and Safety

1. Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met, including the review of Council's Health and Safety Policy.
2. The preparation or arrangement for Risk Assessments, where necessary, for the safe management of Council business and activities.
3. To ensure that legal, statutory and other provisions governing or affecting the running of the Council, buildings or other assets are observed.

Section 5. Financial Management

1. Manage the annual budget for Council and its committees and prepare financial statements monthly in accordance with financial regulations working with the Deputy Parish Clerk.
2. Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
3. Ensure that correct financial records are kept and that internal checking regimes are established.
4. Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
5. Research and bring forward opportunities to apply for grants to support programme aspirations.
6. To ensure the Council's obligations to insure are properly met.

Section 6. Staff Management

1. Attend training courses or seminars on the work and role of the Clerk, as agreed with the Chair and attend training courses with Councillors if appropriate.
2. Manage the monthly payroll process including submissions to and correspondence with Pensions providers and HMRC.
3. As a minimum requirement for effectiveness in the position of Clerk to the Council the candidate needs to have obtained a Certificate in Local Authority Administration (CiLCA) or give a commitment to work towards obtaining this qualification
4. Maintain records of staff hours, leave etc for approval by Chair of Bradwell Parish Council.
5. Supervise any other members of staff in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
6. Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council and join appropriate professional bodies e.g. The Society of Local Council Clerks.

Section 7. Communications

1. Manage the Parish Council's website and ensure it is accurate and up to date.
2. Identify items to post on the website.
3. Working with the Council to create new ways to link with the local community to seek out their priorities and requirements.
4. Attend if required regional / national conferences of representative bodies likely to have agenda items of interest affecting the future development of the Parish Council and report back to the Council on relevant issues
5. Liaise with the local media to promote the role with a positive public perception of the Council.
6. To be involved in any potential Social Media activity on behalf of Bradwell Parish Council.