

SWANTON ABBOT PARISH COUNCIL

Clerk to the Council Job Description

The Clerk to the Council shall:

- Attend all formal meetings of the Council and of the Parish Meeting for the Swanton Abbott Civil Parish and prepare the Minutes thereof: with the exception of those meetings agreed in the Deputy / Assistants Clerks job description;
- Dispatch promptly all notice, letters and other documents as the business of the Council shall require;
- Attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the clerk or as the Council shall reasonably require;
- Keep safely and conveniently in secure but accessible custody all deeds, minutes, plans, records, letters, writings and other documents of or concerning the Council or its Staff.

Specific Responsibilities:

1. To ensure that statutory and other provisions governing of affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for Audit and VAT purposes.
3. To ensure that the Council obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees.
5. To attend such meetings, other than where such duties have been delegated to another Officer, and prepare minutes for approval.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
7. To issue correspondence as a result of instructions of, or the known policy of the Council.
8. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
9. To issue invoices on behalf of the Council for goods and services and to ensure payments is received.
10. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
11. To draw up, both on own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To act as a representative of the Council as required.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council and work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
14. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: suggested is membership of Society of Local Council Clerks.

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CLERK TO PARISH COUNCIL		
Person Specification		
	Essential	Desirable
1: Educational qualifications	<p>Good general education: 5GCSEs or equivalent including Maths and English</p> <p>Willingness to undertake training as required</p>	A recognised qualification in local government administration
2: Work Experience	<p>Good office management skills</p> <p>Experience of minute taking at meetings</p> <p>Experience of working in a financial setting</p> <p>Experience of dealing with the public</p>	Previous local government experience
3: Skills/ knowledge and aptitude	<p>IT skills (Microsoft Office) – typing and spread sheet skills</p> <p>Ability to minute meetings</p> <p>Able to produce reports on financial and other subjects</p> <p>Good communication skills</p> <p>Presentational skills</p> <p>Ability to problem solve</p>	<p>Ability to understand the legal framework in which the Parish Council operates.</p> <p>Understanding the way Parish Councils work, especially in relation to District and County Councils.</p>
4: Motivation	<p>Able to maintain good relationships with Councillors, contractors and public</p> <p>Self-reliant and self-motivated.</p>	
5: Other	Able to attend evening meetings and demonstrate flexibility as required.	Driving licence, car owner and ability to travel