



PARISH COUNCIL OF WARSOP

JOB DESCRIPTION – PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL

Location – Warsop Town Hall (office based)

Type of Employment: Permanent Part-Time, 15 hours per week, to include regular evening meetings)

Salary - NJC SCP 24-28 equivalent to £17.79 - £19.66 per hour

Overall Responsibilities

The Clerk to the Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Responsible for managing all aspects of the Council's rented accommodation, a closed churchyard and council owned car park and any other council owned or managed land and building assets.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will be responsible for working with councillors to identify different funding streams undertaking bid writing as required.

There is an expectation that the Clerk will utilise opportunities to network with other Clerks in the area to explore Best Practice and share ideas.

Specific Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
- To monitor, oversee and balance the Council's accounts and prepare records for audit purposes and VAT.
- To ensure that the Council's obligations for risk management including risk assessments are properly met and where necessary risks are properly insured.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council, Working Party and Committees. To attend such meetings and prepare minutes for approval.
- To issue notices and prepare agendas and minutes for the Annual Parish Meeting called by the Chairperson of the Council and to attend such assemblies.
- 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. To issue correspondence as a result of instructions of, or the known policy of the Council.
- To evaluate reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administration and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To advise the Council on the practicability of its proposals: to draw up details of, and manage, ad hoc projects requested by the Council drawing on appropriate expertise as required.
- To advise the Council of the implications of policies.
- To monitor the implementation of policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To support Councillors in their duties and to act as a representative of the Council as required
- To build effective relationships with the public, other local authorities and outside bodies and organisations including the media, and to respond to their enquiries.

- To prepare in consultation with the Chairperson and to ensure compliance against liability and litigation, press releases and responses to enquiries from the media about the activities and decisions of the Parish Council.
- To act as the representative of the Council as required.
- To maintain all deeds, contracts and other legal or confidential documentation in a safe and secure manner.
- To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and performance of other staff; to ensure that all the Parish Council's equipment, property and land are maintained to a high standard.
- To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.
- To review all policies as required but at least every two years.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- To attend the conferences or training as appropriate provided by the National Association of Local Councils, the Society of Local Council Clerks, and other relevant bodies with the agreement of the HR committee.
- To prepare annual performance reviews to be monitored by the Council's HR committee.
- To manage own workload effectively, advising the HR committee of any possible issues and reporting back on any leave taken and hours worked.
- Show good management and leadership qualities.
- Lead by example ensuring that all safe working procedures and systems of work are adhered to by all members of staff. Ensure that all employees under the Parish Clerk's control receive adequate training, information and supervision to maintain safe standards.

Responsible to

- The Parish Council of Warsop / The Council.

Person Specification: Proper Officer and Responsible Finance Officer

Competencies E-essential D- desirable	Essential/ Desirable	How Assessed
Qualifications / Education / Certification		
5 GCSEs (or equivalent) at grades A-C including Maths & English.	E	Application/Interview/ Certificates
Certificate in Local Council Administration (CiLCA).	E	Application/Interview/ Certificates
2 A level (or equivalent) passes at grades A*-C	D	Application/Interview/ Certificates
A suitable degree or degree equivalent	D	Application/Interview/ Certificates
Experience in Administration and Finance		
Competent IT skills within an MS Office environment	E	Application/Interview
Preparing agendas and taking minutes.	E	Application/Interview
Setting and managing budgets and preparing financial statements.	E	Application/Interview
Placing and managing orders and invoicing for services provided.	E	Application/Interview
Using proprietary local council finance software, preferably Scribe	D	Application/Interview
3 years or more in administration and finance, preferably in a similar role.	D	Application/Interview
Staff management		
Able to lead and establish an effective team	E	Application/Interview
Experience in managing staff, including agreeing annual work and personal development plans and conducting reviews of performance.	E	Application/Interview
Knowledge of Local Authority environment		
Thorough understanding of how Local Authorities, particularly local town and parish council's work.	E	Application/Interview
Understanding of the legal requirements governing the activities of a Parish Council.	E	Application/Interview
Experience in managing projects to deliver required outcomes		
Ability to ensure progress is maintained and deadlines met.	E	Application/Interview

Ability to work to own initiative to research and prepare option proposals for Council approval that meets emerging requirements / aspirations.	E	Application/Interview
Skills and Abilities		
Excellent communication skills both orally and in writing at a wide range of levels.	E	Application/Interview
Able to write clear and accurate reports, minutes, letters and other documents as required by the role.	E	Application/Interview
Diplomatic and tactful, and able to show political sensitivity.	E	Application/Interview
Excellent skills in organising own workload and deadlines.	E	Application/Interview
Effective use of social media in a professional environment. Excellent Time Management skills	D	Application/Interview
Website administration skills	D	Application/Interview
Able to speak in public addressing large crowds	D	Application/Interview
Other		Application/Interview
Flexible approach to hours and the ability to work evenings and weekends.	E	Application/Interview
Full Driving Licence.	D	Application/Certificate
Local knowledge of Warsop and Nottinghamshire	D	Application/Interview