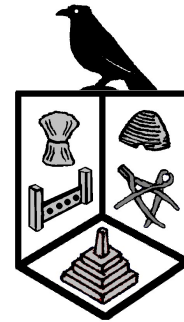


CRONTON PARISH COUNCIL

Cronton Parish Council serves the village of Cronton, which has a population of 1,500. It is a forward-thinking and active council, with 8 elected and co-opted members.



JOB DESCRIPTION

CLERK TO THE COUNCIL

We are looking for an enthusiastic and self-motivated person to fill the role of Clerk and Responsible Financial Officer to the council. The Clerk is the proper financial officer of the Council and will be responsible for the day-to-day administration and financial affairs.

The successful applicant should have excellent communication skills, as well as being adaptable, and holding a strong working knowledge of IT – particularly Word and Excel. They will bring a knowledge and experience of working to deadlines, meeting administration, coordinating their time and the time of others and financial administration.

- Experience in a local government environment would be an advantage.
- Holding the certificate in Local Council Administration is desirable but not essential.
- Support and training will be offered.

OVERALL RESPONSIBILITIES

- The Clerk to the 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 Proper Officer will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will also be **the Responsible Financial Officer** and responsible for all financial records of the Council and the careful administration of its finances.

SPECIFIC RESPONSIBILITIES

ADMINISTRATION

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare and distribute agendas for meetings of the Council.
3. To attend all meetings of the Council and prepare minutes for approval, amending where required in a timely manner after a meeting. In addition to delegate actions to Councillors asap post meeting. Post on the Parish Council website the approved agendas and minutes of meetings (training will be given).
4. To prepare letters on CPC letterhead where required to Knowsley MBC Planning Department to confirm objections or comments.
5. To receive and deal with correspondence and documents on behalf of the Council, where relevant bringing such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council. Tracking follow up to correspondence or issues raised to the council and tracking actions against agreed tasks. Following up and chasing responses where relevant/ appropriate.
6. To be responsible for the safe, secure, convenient, and accessible custody of all deeds, planning records, correspondence and other documents concerning the Council.
7. 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.
8. To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To co-ordinate the publication of the village newsletter.
11. To liaise with the website maintenance team and to help keep the website up to date and to update the documents and policies.
12. To organise the Armistice Day Act of Remembrance.
13. To organise the Village Christmas Tree Lighting and associated tasks.
14. To be responsible for the security and maintenance of equipment and the Council's premises.
15. To ensure maximum use is made of the Council's premises and The Pasture for the benefit of residents.

16. To manage the Council's social media account and email account on a regular basis.

FINANCIAL

To be the Council's Responsible Financial Officer.

1. To provide estimates and advise on the calculations of the budget requirements for setting the precept.
2. To make appropriate banking arrangements, ensure prompt banking of monies and payments of accounts and payroll.
3. To process all necessary purchases for the operation and functions of the Council.
4. To manage cash flow and bank transfers.
5. To maintain the financial records of the Council.
6. To prepare regular reports on budget monitoring and the correct allocation of income and expenditure.
7. To balance the accounts and to prepare the bank reconciliation statements.
8. To compile and present the final accounts of the Council in accordance with the Accounts and Audit Regulations. To coordinate Councillors time where there are deadlines.
9. To make appropriate arrangements for auditing Council records and for the Annual Auditor of Account.
10. To reclaim VAT periodically.
11. To monitor compliance with the Council's Financial Regulations and ensure the correct financial systems and procedures are in place and adhered to.
12. While the Council is not a Best Value Authority the Parish Clerk must follow the principals of Best Value, were appropriate in accordance with the Council's decisions.

HEALTH AND SAFETY & RISK ASSESSMENT

1. To ensure the Council complies fully with all the relevant Health and Safety Legislations.
2. To ensure the Health and Safety Policies and procedures of the Council are managed effectively.
3. To ensure that the Council's obligations for Risk Assessment are undertaken and to ensure they are properly met.
4. To ensure appropriate and adequate insurance is in place for the Council's property, actions and activities.

LIAISON AND AREA PARTNERSHIP

1. To act as the representative of the Council as required.
2. To work closely with the principal council services.
3. To prepare, in consultation with the Chairman and the website team, information about the activities of, or decisions of, the Council for the webpage.
4. To attend conferences of relevant bodies, as a representative of the Council as required.
5. To liaise as necessary with all other agencies as required.
6. Organise, as necessary, public meetings and forums on matters of concern to the village.

PERSONAL DEVELOPMENT

1. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
2. To work towards the achievement of the status of Qualified Clerk for effectiveness in the position of Clerk to the Council.
3. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Terms and Conditions

This is a part-time position with 14 hours per week, attendance at evening meetings (Monday 1-2 times per month) will be a requirement. This role is permanent and subject to a 6-month probationary period. Pay scale SCPS 13-17 (£24,948-£26,845 pa – pro-rata) depending on qualifications and experience. Pension – can opt into a pension scheme after probation)

The hours are fairly flexible, but the Council will wish to understand the working pattern of the applicant, who will also need to have a level of flexibility, i.e. some weeks may be less than 14 hours needed, some weeks may be more.

This Job Description provides details of the duties and responsibilities of the Parish Clerk. It is not and shall not be construed as all-embracing or exclusive. The Parish Clerk must faithfully carry out all lawful orders and instructions of the Council.

Date: Approved by Cronton Parish Council 16/10/2023