



KEMPLEY PARISH CLERK

Person Specification

- Proven organisational skills and the ability to work to own initiative
- Ability to prioritise workload and meet deadlines
- Excellent communication skills (written and spoken)
- Knowledge of financial management procedures and control
- Good IT skills
- Able to work effectively on your own and in a team
- Diplomatic and tactful with a friendly and helpful approach when dealing with members of the public, councillors, and other stakeholders
- Willing to work flexibly, including programmed evening meetings and other meetings as required.
- Experience in an administrative role, preferably within local government
- Hold a Certificate in Local Council Administration or equivalent or be prepared to work towards it

Job Description

Overall Responsibilities

The Clerk will be the Proper Officer of the Council, having a statutory duty to carry out all the functions of the officer and to serve or issue all notifications required by law.

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. The Clerk will be required to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk will be the Responsible Financial Officer and have responsibility for all the financial records of the Council.

Specific Responsibilities

1. To ensure that statutory and other provisions governing the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessments are properly met.
4. To prepare agendas for meetings of the Council and to attend meetings and prepare minutes for approval.
5. 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.
6. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are settled.
7. To draw up, both on his/her 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.
8. To act as the representative of the Council as required.
9. To attend training courses on the work and role of the Clerk as required by the Council and to maintain continuous professional development, including to work towards the achievement of the status of Qualified Clerk.

January 2022