

# WINNERSH PARISH COUNCIL

## JOB DESCRIPTION

**Job Title:** Parish Clerk and Responsible Financial Officer (RFO) - 37 hours a week

**1. Servicing the meetings of the Council and its Committees** - Parish Meetings and Parish Council meetings; Committee meetings; Working Party meetings and other meetings pertaining to the business of the Council when specifically agreed.

- Prepare and distribute agendas, in consultation with appropriate Council members.
- Attend meetings (mostly evening meetings) and, where appropriate, advise on the practicability and likely effects of proposed courses of action.
- Prepare draft minutes within four days of meetings and distribute after agreement of the meeting Chairman or their nominee.

**2. Advising on and implementation of decisions made by the Council**

- Act as the Proper Officer of the Council and ensure that statutory and other provisions governing or affecting the running of the Council are observed (in particular, serve or issue all notifications required by law).
- Advise the Council in the formation of policy and provide sufficient information to the Council so that effective decisions can be made.
- Implement decisions of the Council and its Committees.
- Ensure that the Council's obligations to manage risk are properly met, including reviewing risk assessments annually.
- Issue correspondence as a result of the known policy of the Council or the instructions of the Council.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and suggest modification where appropriate.

**3. Management of the Council's facilities and other staff**

- Supervise the Assistant Parish Clerk, Community Engagement and Lettings Officer, Caretaker and Relief Caretaker as their line manager 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 those staff.
- Enter into contracts for the purpose of conducting emergency repairs as detailed in Winnersh Parish Council Standing Orders.
- Arrange maintenance and repairs of property owned by the Council, including buildings, grounds and allotments, as necessary, and ensure conformance with Fire, Health and Safety regulations, and that obligations on insurances are properly met.
- In the absence of the Community Engagement and Lettings Officer, take bookings.
- Ensure that all necessary licences and permits are obtained.

#### **4. Monitoring and processing of the Council's finances**

- Act as the Council's RFO and monitor and balance the Council's accounts and prepare required reports and returns for review and audit purposes, VAT, PAYE, etc.
- Monitor the income and expenditure of the Council and be actively involved in the annual budget setting process for consideration and approval by the Council.
- Support the Assistant Parish Clerk in the preparation and management of the councils finances including the following.
- Check the validity of accounts and invoices for goods and services to be paid for by the Council and ensure these are correct and authorised by the Council
- Issue invoices on behalf of the Council and ensure payment is received.
- Be responsible for all cash held by the Council, maintain records and bank monies.

#### **5. General administration and other tasks**

- Deal with correspondence and documents in accordance with the Council's policies or bring them to the attention of the Council or its Committees.
- Act as a representative of the Council as required including attendance at occasional conferences.
- Monitor information relevant to the Council's work and draw up proposals for consideration by the Council.
- Maintain the council's notice boards and website with statutory notices and other relevant information.
- Keep all appropriate documents relating to the Council's business safe and secure and GDPR compliant.
- Continue to acquire the necessary professional knowledge required for efficient management of the affairs of the Council including attending training courses.
- Carry out other duties as required that are commensurate with the role.

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### PERSON SPECIFICATION

#### Job Title: Parish Clerk and Responsible Financial Officer

Key Requirements		Desirable	Essential
Qualifications	<ul style="list-style-type: none"> <li>▪ Good general education</li> <li>▪ Certificate in Local Council Administration (CILCA)</li> <li>▪ Willingness to work towards CILCA qualification if not held</li> <li>▪ Accounting qualification</li> </ul>	 ✓   ✓	 ✓  ✓
Experience and Knowledge	<ul style="list-style-type: none"> <li>▪ Previous experience in a similar role</li> <li>▪ Previous local government experience</li> <li>▪ Experience of working in a public facing role</li> <li>▪ Experience of line management of staff</li> <li>▪ Accounts including bookkeeping, cashbooks, sales and purchase ledger</li> <li>▪ Accounting software - experience of using the Rialtas Suite of accounts and bookings software</li> <li>▪ Planning procedures</li> <li>▪ Health &amp; Safety</li> </ul>	 ✓ ✓ ✓  ✓ ✓  ✓ ✓	
Key Skills	<ul style="list-style-type: none"> <li>▪ Able to work in a small team or alone</li> <li>▪ Able to work on own initiative and complete tasks without supervision</li> <li>▪ Confidence in dealing with unexpected and difficult situations and people</li> <li>▪ To assess situations and offer solutions</li> <li>▪ Be computer literate and confident user of Word, Excel, Outlook and the Internet</li> <li>▪ Have website and social media (including Facebook / Twitter) skills</li> <li>▪ Excellent time management</li> <li>▪ Methodical working approach with high levels of accuracy and attention to detail</li> <li>▪ High level of administrative skills</li> <li>▪ Good standard of written communication</li> <li>▪ Awareness of policy relating to GDPR</li> </ul>		 ✓ ✓  ✓ ✓  ✓  ✓ ✓ ✓ ✓
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Excellent face to face communication and telephone manner</li> </ul>		 ✓

	<ul style="list-style-type: none"> <li>▪ Well organised</li> <li>▪ Flexible and able to multi-task</li> <li>▪ A willingness to learn and take responsibility for own personal development</li> <li>▪ Collaborative working style</li> <li>▪ Pro-active and innovative approach to work</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
Other	<ul style="list-style-type: none"> <li>▪ Willingness to work flexible and unsocial hours</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>