



Role Title:	Clerk to the Council / Responsible Financial Officer
Contracted Hours:	10-14 hours per week
Working Hours:	Flexible hours to suit the needs and demands of the Council / Evening work to support the Council at meetings.
Work Location:	Remote – Work from home (a suitable working space will be required along with storage space). Some duties will involve travel and work within the Parish.
Salary:	Grade SCP 18- 23 dependent on experience & qualifications £30,559 - £33,366 FTE
Overview:	Willaston Parish Council is the first tier of local government for Willaston, Cheshire East. The Council consists of 12 members across 2 wards. Council assets include a recreation ground, allotments, war memorial as well as other green spaces. The Council meets monthly 11 times per year and has an active agenda of projects to benefit the area.

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, 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 functions 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 Council's activities and 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. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

Job Description

- To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
- To ensure that the Council's obligations to insure are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf on the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence because of the instructions of, or the known policy, of the Council.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts

are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

- 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.
- To draw up both on his/her/their own initiative and as a result of suggestions by councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To monitor the implemented 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 as appropriate.
- To issue notices and prepare agendas and minutes for the parish meeting: to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
- To update noticeboards and the Council website with required information. Moderate social media channels, as necessary.
- To attend all meetings of the Council to take minutes and provide support and all meetings of any committees of the Council as required.
- To ensure the letting and effective management of Parish allotments.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses on the work and role of the Clerk as required by the Council.
- To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- To always uphold professional standards, behaviours, and principles of the Council and to promote that members follow Nolan principles of public office.

Essential Attributes

- High level of numeracy and literacy.
- Completion, working towards completion or willing to complete the CiLCA qualification for Local Council Clerks.
- Experience of working in an office environment and dealing with the public.
- Ability to work effectively on your own or in a team.
- A good working knowledge and understanding of Local Government structure and practices.
- Experience in advising and servicing committees and working with members.
- Competent in accounts and administration.
- Demonstrating a high standard of computer literacy. Proficient in MS Office Suite.
- Ability to recognise political/legal consequences of action being recommended by Members.
- Ability to communicate at all levels in the community both orally and in writing.
- Excellent organisational skills.
- Flexible and committed to the Council.
- Current driving licence – Access to own vehicle.

Desirable Attributes

- Achievement of the CertHE: Community Governance: Local Council Management.
- Completion of the iLCA (Introduction to Local Council Administration) online course.
- Administration/Bookkeeping qualifications.
- Knowledge of a computer accounting system. (Scribe)
- Experience managing social media for businesses/small organisations and experience managing a website.
- Experience using payroll software.
- Confident public speaker.
- Experience of managing a team of volunteers.