**AMPFIELD PARISH COUNCIL**

**JOB DESCRIPTION CLERK TO THE COUNCIL 2024**

**Overall Responsibilities**

The Clerk to the Council is 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 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.

The Clerk is also the Responsible Financial Officer and responsible for all financial records of the Council and for the careful administration of its finances in accordance with the Council’s Financial Regulations and statutory requirements.

Working Arrangements

The Clerk will work from home, which is then the official address of Council for all correspondence, and needs an area to facilitate such working.

In recognition of the use of the Clerk’s home for parish business there is an allowance of £150 pa.

The Council provides a PC, laptop, printer/copier and stationery. Telephone calls and other administrative costs are reimbursed.

The Clerk is required to be reasonably accessible to members of the public, by arrangement, if required. (Should this be required, then a meeting would be scheduled for the Village Hall or Ampfield Pavilion where the Clerk would be accompanied by the Chairman or another councillor.)

**Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. Deal with enquiries by telephone and email.
3. To monitor, manage and balance the Council's accounts and prepare records for audit purposes and VAT. Operate the payroll including PAYE and HMRC returns. Produce financial reports for meetings of Council.
4. To submit the Precept Demand to the District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
5. To ensure that the Council's obligations for Risk Assessment are properly met.
6. To prepare, in consultation with appropriate members, agendas and back up papers for meetings of the Council and Committees. To post agendas and notices on all parish noticeboards.
7. To attend all meetings of the Council and meetings of its committees and sub-committees when required and prepare minutes for approval.
8. 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.
9. 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.
10. To maintain the Council’s Asset Register. Manage insurance arrangements
11. 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.
12. When required, to compose the Council’s responses to Consultations on many diverse topics.
13. 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.
14. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. To act as the representative of the Council as required.
16. To issue notices and prepare agendas and minutes for the Annual Parish Meeting, to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council. To post agendas and notices on all parish noticeboards.
17. To prepare, in consultation with the Chair, press releases and articles about the activities of, or decisions of, the Council.
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. If not already held, to work towards the achievement of the professional status of Qualified Clerk (CiLCA).
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
21. To manage the administration, burial register, and financial matters relating to the parish burial ground and liaise with the Office of the Parochial Church Council and funeral directors and stonemasons.
22. To manage the administration of the Council’s (16) allotments, by dealing with financial transactions with allotment holders, maintaining a waiting list and allocation of plots.
23. To manage the administration of the Ampfield Pavilion including maintenance services and lettings.
24. To keep Standing Orders and Financial regulations under constant review
25. To update the Council’s website, writing and uploading articles and minutes as agreed by the Council

**Personal Skills / Qualifications**

The primary skills required are a high standard of literacy and numeracy together with well-developed IT skills to cover at an absolute minimum E-mail, Word and Excel.

Ability to multi-task and effectively organise and prioritise are also essential skills. Tact, diplomacy and patience are often required to deal with queries and enquiries either by telephone or in writing and occasionally face to face. A confident and mature manner is essential together with an ability to work on one’s own initiative.

Essential requirements

* administrative or management experience ideally gained within a local council or similar small public sector organisation
* experience of budget preparation and monitoring and cash flow forecasting
* experience of preparing agendas and minute writing
* communication and interpersonal skills

The standard of education required is to GCSE level as a minimum but preferably to ‘A’ level. It would be a requirement to hold the Certificate in Local Council Administration (CiLCA) qualification or an equivalent qualification or be willing to study and achieve this qualification.

Flexibility is essential as there is some evening work – there are up to two evening meetings per month which the clerk is required to attend. It is also essential to be able to drive and to have transport.