

# **NORTHOP COMMUNITY COUNCIL**

## **POST OF CLERK & FINANCE OFFICER**

### **JOB DESCRIPTION**

#### **1. Overall Responsibilities:**

The Clerk & Finance Officer 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 & Finance Officer 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 & Finance Officer 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 & Finance Officer will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### **2. Responsible to**

The Chairman and Councillors of Northop Community Council.

#### **3. Specific Responsibilities**

- (a) To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- (b) To monitor and balance the Council's accounts, submit VAT claims and manage the PAYE system. Prepare records for the annual audits.
- (c) To ensure that the Council's obligations for Risk Assessment are properly met.
- (d) To prepare, in consultation with the Chairman, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval, and implement the decisions made at such meetings that are agreed by the Council.
- (e) 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.

- (f) 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.
- (g) To study reports and other data on activities of the Council and on matters bearing on those activities and to produce reports for circulation and discussion by the Council.
- (h) To maintain the Council's website, ensuring that content is updated regularly and all required information is available to view.
- (i) Upon instruction of the Council, to act as its representative, as required.
- (j) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- (k) To attend training courses or seminars on the work and role of the Clerk, as required by the Council.
- (l) In consultation with the Chairman, and subject to agreement, to undertake any other specific tasks that are commensurate with the role of a Clerk & Finance Officer.

#### **4. Hours of Work**

This is a part-time post based on 12 hours per week. The meetings of the Council are held in the evenings on the second Monday of each month except August. A Committee meeting is held with the Chairman and Vice-Chairman during the August recess. The Clerk of the Council will be home based.

#### **5. Rates of Pay**

The salary is based on the new Local Government Salary Scales points 11-18 (formerly SCP 21-25) ranging from £21,589 to £23,836 (w.e.f. 1.4.2019) and in accordance with the national salary agreement and annual pay awards for Clerks. The salary for this post therefore ranges from £7,002 to £7,731, dependent on experience. In addition, a quarterly home working allowance of £54 is also payable. Northop Community Council will pay the Clerk's annual fee for membership of the Society of Council Clerks.

#### **6. Terms of Employment**

This contract is for a permanent position with the Community Council, subject to a satisfactory probationary period of 6 months. The post holder will be entitled to Bank Holiday leave on a pro rata basis and 28 days annual leave, on a pro rata basis.

## PERSON SPECIFICATION

### Skills, Qualities and Qualifications required:

		<b>Essential</b>	<b>Desirable</b>
<b>1.</b>	<b>Educational Qualifications</b>	Good standard of general education. Numerate.	A recognised qualification in local government administration.
<b>2.</b>	<b>Work Experience</b>	Local government experience.  Experience of dealing with members of the public.  Experience of preparing agendas, reports and minutes of meetings.  Experience of budget management and monitoring.	Experience of working with Councillors within a meeting environment.  Ability to advise a Council meeting on proceedings in meetings in line with Council policy and within the local government framework.
<b>3.</b>	<b>Skills / knowledge and aptitude</b>	Ability to produce reports on financial and other subjects.  Ability to interpret policies and legal requirements and provide appropriate advice and guidance.  Good I.T. skills including Word and Excel.  Excellent communication and presentational skills – oral and written.  Ability to problem solve and work on own initiative.  An understanding of the role of local councils.	Ability to understand the legal framework in which the Community Council operates.  Experience of website editing.
<b>4.</b>	<b>Personal</b>	Ability to maintain good relationships with Councillors, external contacts, contractors and members of the public.  Self reliant and self motivated.  Diplomacy and discretion.	