SHERINGTON PARISH COUNCIL

(This is a part-time position of 40 hours per month)

Principal Accountabilities:

The Clerk acts as the Proper Officer of the Council, a statutory role under the provisions of the Local Government Act 1972, and has responsibility for discharging the proper functions of the Council. This is an executive position responsible for implementing decisions of the Council, administering Council business, and providing advice on legal and procedural matters to ensure that at all times the Council acts lawfully. The Clerk will also act as the Responsible Financial Officer to the Council and will have responsibility for the proper administration of the council’s financial affairs.

Key Tasks:

· Ensure compliance with the statutory and other provisions governing the administration of the Council and its affairs; maintain a current knowledge of such matters.

· Convene ordinary meetings according to the law by issuing and displaying notices, signing and serving summonses to attend, and by specifying the business to be transacted.

· Prepare agendas in consultation with appropriate members, attend meetings of the Council and its committees, take and prepare minutes and submit them to the Council for approval.

· Co-ordinate the Annual Parish Meeting by issuing notices, preparing agendas, attending such meetings and preparing minutes.

· Administer the Council’s financial affairs, monitor the budget, prepare and maintain financial records according to statutory and audit requirements.

· Ensure that the Council's obligations to risk management and other principles of good governance are met.

· Receive and report on invoices for goods and services to be paid for by the Council and ensure such accounts are met. Issue invoices on behalf of the Council for goods and services and ensure payment is received.

· Promptly and accurately implement resolutions of the Council as a body, and of any committees and sub-committees of the Council as they may from time to time exist.

· Manage the Council’s correspondence (including telephone calls and e-mails), resources, assets, website, notice boards and media relationships. Identify and bring to the attention of the Council any relevant issues that may arise.

· Receive, distribute and safely retain all deposited documents in the manner and for the purposes that are dictated by legislation.

· Study reports and other data on activities of the Council and on matters bearing on those activities. Take advice where necessary and report to the Council as appropriate.

· Supervise staff and contractors in accordance with conditions of employment and the Council’s Financial Regulations and other relevant policies. Oversea the banking and payroll.

· Liaise with partner organisations and represent the Council at meetings, public inquiries and other events as directed by the Council (which may occasionally involve working unsocial hours).

· Prepare and maintain a register of the Council’s property, ensuring it is properly maintained and adequately covered by insurance.

· Act as the ‘qualified person’ under the Freedom of Information Act.

· Receive complaints about the Council (other than those relating to the Clerk).

· Prepare reports and recommendations for consideration by the Council, providing unbiased evidence-based advice on the practicality and likely consequences of specific courses of action.

· Be independent, objective and professional at all times.

· Maintain and develop knowledge appropriate to the affairs of the Council, attend training courses and conferences as required by the Council.

· Manage pavilion and sports facility hire.

For an application pack please email: clerk@sherington-pc.gov.uk

Pay: £14.60 per hour

Expected hours: 40 per month

Work from home

Education:

GCSE or equivalent (preferred)

Experience:

Financial administration: 3 years (desirable)

Administrative experience: 3 years (desirable)

Licence/Certification:

Driving Licence (desirable)

Application deadline: 15/02/2025