



Moulton Parish Council

<https://moultonpc.org.uk>

VACANCY - MOULTON PARISH COUNCIL

Job Title: Parish Clerk

Contractual Hours: 15 per week

Annual Salary: LC2 NALC/SLCO £9,929 - £11,623 (dependent on experience)

A vacancy has arisen within Moulton Parish Council (MPC) for the role of Parish Clerk and Proper Officer. The role reports into the Chair of Moulton Parish Council. The Clerk is employed by the Council (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the Council's activities..

The Clerk's primary responsibility is to advise MPC on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To support this, the Clerk will be expected to research topics of concern to the Council and provide unbiased information to help the Council to make appropriate choices.

Excellent administration and organisational skills are required as duties include the preparation of agendas, organising and attending the monthly Parish meeting to take minutes, management Parish Council sites, line management of the Gardener/Handyperson and other contractors.

The successful applicant will need to demonstrate good communication skills, attention to detail, tact, diplomacy and confidentiality. The Clerk has responsibility for payments, record keeping and accounts therefore knowledge of financial processes would be an advantage.

Good IT skills are necessary as the Parish Clerk will be responsible for electronic record keeping, responding to correspondence as well as production of the Parish Council newsletter, maintenance of the website and responding to enquiries from the public

The clerk is often the public face of council so professionalism when addressing members of the parish is essential as well as the ability to liaise with external suppliers, other local government councils and businesses.

The council have an ambition to achieve Quality Council status, and the Parish Clerk would therefore be required to work towards achievement of their SLCC qualifications, unless already qualified.

Currently the Parish Clerk will initially be home based, and MPC will provide the necessary IT equipment to work from home. Applicants must note that in the future the role will not be entirely home working as should a permanent MPC office be established it is expected the parish clerk will be based from that location. Until then, the registered address of the parish council will be the Clerk's home address.

Additional benefits of the role are 20 days annual leave per year, plus bank holidays (pro-rata), and paid pension contributions.

If you are interested in applying for this opportunity, please submit your CV by e-mail to: clerk@moultonpc.org.uk

CLOSING DATE SUNDAY 31ST JANUARY 2021

The council operates a non-discriminatory policy and welcomes applications from all, irrespective of disability, gender, sexual orientation, marital status, family responsibility, age, race, colour, ethnic origin, nationality (subject to issue of work permit where required), trade union membership and activity, political or religious beliefs.

**Clerk for Moulton Parish Council
Revision 1: December 2020**

Job Description and Person Specification

Overall Responsibilities

- The Clerk to the Council will be the Proper Officer of the Moulton Parish Council (MPC) 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 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 in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- The Clerk 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 the Responsible Financial Officer and responsible for all financial records of MPC and Moulton Childrens Playing Field Trust (MPFT) and the administration of its finances.

Specific Duties

1. Ensure that statutory and other provisions governing or affecting the running of Moulton Parish Council are observed.
2. Monitor and balance the MPC and MPFT accounts and prepare records for audit purposes and VAT. Ensuring all relevant financial information is publicly available on the MPC website in line with the Transparency Code.
3. Receive, issue and report on invoices for goods and services to be paid for by MPC and MPFT, to ensure accounts are met and payments received.
4. Prepare, in consultation with appropriate members, agendas for meetings of the MPC and MPFT. Issue notices on public noticeboards and village website and circulate as appropriate.
5. Attend meetings as required, ensuring accurate minutes are produced for approval and meeting decisions implemented.
6. Ensuring the MPC has the documentation and information for operating lawfully in place and in accordance with standard practice, especially relating to Risk Assessments and GDPR.
7. Attend all meetings of the MPC and MPFT, other than where such duties have been delegated to another Officer.
8. Receive and issue correspondence/documents on behalf of MPC and MPFT, responding as instructed, in accordance with the relevant policies.
9. To prepare, in consultation with the MPC Chair, news releases about the activities of, or decisions of, Moulton Parish Council.
10. Study reports and other data on activities of MPC and MPFT on relevant matters on those activities. Where appropriate, producing discussion documents and reports for circulation and discussion with relevant MPC Councillor.
11. Maintain a good understanding of community needs through surveys and other methods. Developing and recommending plans with any strategies for the MPC to ensure successful implementation and outcomes.

12. Using initiative and as a result of feedback by Councillors, draw up proposals for consideration by the MPC, recommending impact and benefits of specific courses of action.
13. Oversee or make arrangements for the management of any MPC projects, functions or services that the Council is committed to provide for the community.
14. Act as line manager to other members of staff, in keeping with the policies of MPC, undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
15. Monitor and update the implemented policies of MPC to ensure they are relevant to the aims of MPC.
16. Attend training courses or seminars relevant to the work and role of the Parish Clerk as required by the MPC.
17. Act as the representative and ambassador of Moulton Parish Council as required.
18. Undertake any additional duties as required and directed by the MPC Chair, commensurate with the role of Parish Clerk.

Special Conditions

The pattern of working hours will be agreed in conjunction with MPC, with at least two thirds of the hours on a set basis to ensure our parishioners, external suppliers and unitary authority have access to MPC, when required. Work will normally be within the hours of 9am -5.30pm but there will be requirements to attend MPC meetings outside of normal working hours, and these will include some evenings and weekends.

The council requires that candidates have business insurance at their home address, but any additional costs are reimbursed.

Person Specification

	Essential	Desirable
Qualifications & Experience	<p>Certification in Local Council Administration (CiLCAE) or equivalent qualifications.</p> <p>Evidence of a commitment to continue professional development</p>	<p>Completion of, or working towards, the Certificate in Local Council Administration (CiLCAE) or other recognised related qualification(s)</p> <p>Previous Parish Clerk Experience</p>
Finance	<p>Proven experience of budget setting, financial control and VAT.</p>	<p>Administration and bookkeeping qualifications</p>
Knowledge and Expertise	<p>Administration experience with an organised approach.</p> <p>Working knowledge and understanding of Parish Council practice and functions</p> <p>Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors</p>	<p>Research and project management experience.</p>
Information Technology	<p>Good working knowledge of Microsoft Office</p> <p>Experience of working with computer accounting packages</p> <p>Good working knowledge of IT systems</p>	
Competencies and Communication	<p>Ability to work effectively on your own or in a team</p> <p>Excellent oral and written communication skills with the ability to build good relationships with Councillors.</p> <p>Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner</p>	
Meetings and Administration	<p>Practical experience of servicing committees.</p> <p>Availability to attend evening Council meetings</p>	