

NEWINGTON (SHEPWAY) PARISH COUNCIL - VACANCY

Applications are invited for the post of Clerk to Newington (Shepway) Parish Council.

The Clerk's duties will include the post of Responsible Financial Officer and the servicing of Council meetings. The successful candidate will need a strong level of personal commitment, accurate administrative and financial skills, with good communication skills and an ability to deal with a range of issues. The post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

Newington is a small parish approximately 3 miles west of Folkestone in Kent with some 300 inhabitants.

The Clerk will be an employee of the Council and remuneration will be for 4 hours per week. The salary scale is in accordance with NALC recommendations for Part Time Clerks. The precise starting point for the successful candidate will depend on level of qualifications and experience.

Parish Council Meetings in Newington Village Hall are usually held bi-monthly on the first Monday of the month. The parish council currently comprises a Chairman and four other councillors.

A Job Description is available on the parish council's website at <http://www.newingtonpc-shepway.kentparishes.gov.uk>

Closing date for applications is 28 February 2018, with interviews in early March and appointment as soon as possible thereafter.

Interested candidates should send their CV to the Chairman, Sally Coleman on sallycoleman@btinternet.com.

See **JOB DESCRIPTION** on following pages

NEWINGTON (SHEPWAY) PARISH COUNCIL

JOB DESCRIPTION – CLERK AND RESPONSIBLE FINANCIAL OFFICER

MAIN RESPONSIBILITIES

- 1 The Clerk 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.
- 2 The Clerk will be totally responsible for ensuring that the instructions of the Council, in connection with its function as a Local Authority, are carried out.
- 3 The Clerk will advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions.
- 4 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.
- 5 The Clerk will be responsible for all administrative matters including servicing Council meetings and any Committee meetings as and when required.
- 6 The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

SPECIFIC RESPONSIBILITIES AS CLERK

- 7 Ensure that statutory and other provisions governing or affecting the running of the Council are effectively implemented.
- 8 Prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. Attend such meetings. Prepare minutes for approval. Implement approved decisions.
- 9 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. Issue correspondence as a result of instructions by, or the known policy of, the Council.
- 10 Study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with others and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 11 Draw up both on your 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.
- 12 Monitor the implementation of Council policies to ensure they are achieving the desired result and, where appropriate, suggest modifications.
- 13 Act as the representative of the Council as required.
- 14 Ensure that all returns are completed promptly.
- 15 Maintain an appropriate filing and record system – both manual and on computer.

- 16 Ensure that the Council's obligations for risk assessment and risk management are properly met.
- 17 Prepare, in consultation with the Council or Committee Chairman, press releases about the activities or decisions of the Council.
- 18 Supervise any other members of staff as their line manager in keeping with the policies of the Council.
- 19 Undertake all necessary activities in connection with the management of salaries, conditions of employment and work of all staff – including yourself.
- 20 Issue notices and prepare agendas and minutes for the annual, or any other, Parish Meeting. Attend those Meetings to implement any decisions made that are agreed by the Council.
- 21 Attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 22 Work towards the achievement of the status of a Qualified Clerk as the minimum requirement for an effective Clerk to the Council.
- 23 Continue to acquire the necessary professional knowledge required for the efficient management of the Council – perhaps by membership of The Society of Local Council Clerks and attending conferences.
- 24 Undertake weekly visual inspections of play areas and equipment and litter pick the play area and playing field
- 25 Be Clerk to the King George V Playing Field Charity and advise the trustee (the Parish Council) on all relevant issues.
- 26 Undertake other appropriate duties as required by the Council from time to time.

SPECIFIC RESPONSIBILITIES AS RESPONSIBLE FINANCIAL OFFICER

- 27 Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Issue invoices on behalf of the Council for goods and services and to ensure payment is received
- 28 Keep accounts in the manner prescribed by the Council. Monitor and balance the Council's accounts monthly. Prepare records for both internal and external audit purposes.
- 29 Record VAT and obtain the end of year refund.
- 30 Keep appropriate salary records and comply with all HMRC requirements on income tax and national insurance.
- 31 Undertake other appropriate duties as required by the Council from time to time.