

2<sup>nd</sup> November 2018

## Appleshaw Parish Clerk / RFO

### Clerk / RFO

A part-time job as the Clerk to Appleshaw Parish Council will be available from 1<sup>st</sup> April 2019. The full council is eight councillors and currently there are six in position. The Clerk's role is approximately four hours per week, including one full council meeting every second month (and extraordinary meetings as necessary). You will work from home, and will be provided with a laptop, printer and scanner with which to carry out your duties.

Salary will be negotiable depending on experience and qualifications. Please see a job description for this post below.

Applications should be made in writing to Anne Cowlin, Chairman, Appleshaw Parish Council ([anne.cowlin@me.com](mailto:anne.cowlin@me.com)), to arrive no later than Monday, 7<sup>th</sup> January 2019.

### Job Description

#### **GENERAL TASKS will include:**

Logging all correspondence received via mail, e-mail and telephone

Writing letters, responding to mails and keeping a copy of all outgoing correspondence

Logging invoices received

Logging payments received and paying them in promptly

Billing for services provided by PC e.g. allotment rent

Preparing agendas in association with the Chairman

Preparing cheques/online payments for signing at monthly meetings and sending them to payees

Attending bi-monthly PC meeting to take notes and produce minutes

Distributing information to chairman, councillors, the public, village magazine and diary as necessary

Keeping PC notice board in Appleshaw and Redenham up-to-date with agendas, minutes, and ad hoc meeting notices etc as per legal requirements plus other notices as necessary

Sending information to the Appleshaw website webmaster to include agenda, minutes, councillor, committee and councillor lists, meeting dates etc

Keeping PC information up-to-date (e.g. asset register, contact details etc) and paper and electronic filing systems well organised

Managing bank accounts to maximise interest (!), while ensuring enough in current account, and organising signatory changes when necessary

Managing direct debits

Installing software updates

Purchasing office supplies including paper, ink cartridges, stamps envelopes etc as required

Liaising with Electoral services when councillor vacancy arises and carrying out associated legal and administrative Processes

Providing general advice on legal procedures, powers and duties.

**MONTHLY TASKS will include:**

In-putting all financial transactions into accounts spreadsheet  
Reconciling bank statements against accounts and producing a reconciliation report  
HMRC Payment through BASIC PAYE TOOL

**QUARTERLY TASKS will include:**

Producing budget versus actual income and expenditure report for the year-to-date

**ANNUAL TASKS will include:**

Submitting VAT return to HMRC  
Producing annual accounts, and submitting them to internal and external auditors  
Displaying account information pre- and post-external audit on PC notice boards and website as legally required  
Initiating grant applications and subsequent correspondence  
Getting quotes for grass-cutting and Insurance and other services/purchases as required  
Producing documentation to support annual budget planning process  
Initiating reviews of Standing Orders and Risk Assessment  
Culling paper and electronic filing systems, in line with legal and practical requirements  
Organising annual election of chairman and vice-chairman at AGM and updating councillors and committees lists accordingly  
Organising Annual Parish Assembly  
Booking Appleshaw Village Hall for following year

**EVERY 4 YEARS will include:**

Distribution of information regarding election  
Organising signing of acceptance of office and forms and registration of interests process

# APPLESHAW PARISH COUNCIL

## PERSON SPECIFICATION FOR:

### CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

	<b>Essential</b>	<b>Desirable</b>
Knowledge	<ul style="list-style-type: none"> <li>Working knowledge and experience of administrative procedures</li> <li>Working knowledge of financial procedures including year-end accounting</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience as or working with a Parish Clerk</li> <li>Understanding of local council administrative and financial procedures</li> <li>Some knowledge and/or involvement with the local area</li> </ul>
Professional qualifications and training	<ul style="list-style-type: none"> <li>GCSE Mathematics, or Equivalent</li> <li>GCSE English, or equivalent</li> <li>Willingness and availability to undertake appropriate training in Local Council Administration</li> </ul>	<ul style="list-style-type: none"> <li>Certificate in Local Council Administration</li> </ul>
Skills and Ability	<ul style="list-style-type: none"> <li>Computer and IT Literate</li> <li>Good familiarity with Microsoft Office Applications</li> <li>Ability to work in lone environment</li> <li>Ability to work on own initiative</li> <li>Ability to manage time effectively</li> <li>Ability to work under pressure and to achieve deadlines</li> <li>Good interpersonal skills, including ability to deal with members of public, in person, by phone or email/correspondence.</li> <li>Persuasive and confident communicator orally and in writing</li> <li>Ability to maintain effective working relationship with Councillors and other partners</li> </ul>	<ul style="list-style-type: none"> <li>Experienced user of Microsoft Office applications and the Internet</li> <li>Meeting preparation and minute taking experience</li> <li>Experience in voluntary and/or community work</li> </ul>
Personal Circumstances	<ul style="list-style-type: none"> <li>Ability to attend evening meetings of the Council and its committees as required</li> <li>Ability to provide and manage a home office base</li> <li>Ability to make available some time for Parish Council matters within an extended working day as necessary.</li> <li>Flexible approach to working requirements</li> </ul>	<ul style="list-style-type: none"> <li>Enthusiasm to become part of the team</li> <li>Ability to cope with occasional negative pressures</li> <li>Willingness to attend conferences, seminars and training courses to advance knowledge and expand "network" of contacts</li> </ul>