

How to apply

Thank you for your interest in this post. East Bridgford Parish Council is a very active body and the extent of its activities can be best sampled by visiting the village website at <http://www.eastbridgford.com/>. The Parish Council is committed to equal opportunities and applications are welcome from all sections of the community.

If you wish to apply after considering the details below, please write a letter to the Chairman, Philip Clarke, which addresses how you would be able to fulfil the job description and meet the requirements of the person specification as set out below. You may also include a c.v. The documents should be sent via e-mail to clarkephilipa@gmail.com to arrive by the closing date of 5pm on Tuesday 4th May. Interviews are provisionally planned for the week beginning 10th May.

Job Description: Clerk to the East Bridgford Parish Council

Overall Responsibilities

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

Specific Responsibilities

1. To ensure that statutory and other provisions affecting the running of the council are observed. In carrying out these responsibilities, some tasks may be delegated to other officers of the Council contractually or from time to time by agreement.
2. To monitor and balance the council's accounts, provide monthly financial reports, and prepare records for audit purposes and VAT. To prepare an annual budget and precept calculations.
3. To arrange quarterly internal audit inspections and to deal with the annual external audit.
4. To ensure that the council's obligations for risk assessment and management are properly met.
5. To prepare, in consultation with the appropriate members, agendas for meetings of the council and committees. To attend such meetings, take minutes and ensure they are circulated for approval.
6. To attend all meetings of the council and all meetings of its committees and sub-committees.
7. To receive and deal with, in accordance with the council's procedures, any or all correspondence and documents.
8. To receive and report on invoices for goods and services for the council and to ensure such accounts are met. To issue invoices on behalf of the council and to ensure payment is received.
9. To study reports and other data on activities of the council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the council.
10. To draw up reports on his/her own initiative and as a result of suggestions by Councillors. To present these reports for consideration by the council. To advise on the practicality and likely effects of specific courses of action.
11. To delegate other agreed matters to any other council staff and to act as their line manager in keeping with the policies of the council. To undertake all necessary activities in connection with the management of salaries, payroll, conditions of employment, pensions and the work of themselves & other staff.

Being a good employer

12. To monitor the implemented policies of the council to ensure they are achieving the desired results and, where appropriate, suggest changes.
13. To act as the representative of the council as required.
14. To issue notices and prepare agendas for the Annual Parish Meeting. To attend the Parish Meeting and to implement the decisions made at the Parish meeting, as agreed by the council.
15. To prepare, in consultation with the chairman, press releases about the activities or decisions of, the council.
16. To attend training courses or seminars as required by the council. To work towards the achievement of the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of clerk to the council.
17. To liaise with village organisations, Borough and County Council.
18. To liaise with the village website manager.
19. To manage parish owned land (and issue agreements and invoices as necessary) to include allotments, playing field, play area, pavilion, Wharf.
20. To manage assets leased by the Parish Council to include Bridgford Street, Springdale Wood.
21. To monitor and manage contracts for Casual Labour and Litter Collection
22. To arrange PAT testing
23. To monitor changes in legislation affecting the Parish Council and advise on the same.

Person Specification for Clerk/RFO

Essential

Knowledge/qualifications:

English/Maths:	GCSE or equivalent
Must undertake all necessary training	Certificate in Local Council Administration (CILCA)
Financial management experience	Able to demonstrate management of financial matters, including presentation of accounts

Skills:

Organisational skills	Multi-tasking
Computer skills	Office, incl Word, spreadsheets, internet, One Drive, Scribe, Zoom
Management skills	Staff management
Communication skills	Oral and in writing (letters/reports)
Good people skills	Dealing with the public/difficult people
Good telephone manner	Deal with enquiries/keep records
Problem-solving skills	Demonstrate initiative to solve problems

Attitudes:

Can work on own initiative	Carrying out research to provide advice, contribute to ideas and policies.
Able to work under pressure	Must be able to meet deadlines
Able to work to flexible hours	Servicing evening meetings/weekend functions

Desirable

Knowledge/qualifications:

Holds Local Policy Qualifications	Cert HE or above,
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Being a good employer

Some knowledge of local government	Previous experience at local government level
Some knowledge of the locality	Main issues affecting the area
Some knowledge of relevant Acts of Parliament	Local Government Acts, Data Protection, Freedom of Information, Employment Law

Skills:

Creative ability newsletters	Able to contribute to the design of notices and
Administration	Capability to respond to innovations eg Zoom
Car driver	Attendance at meetings and courses, maintaining notice boards contents
Meetings skills	Experience of protocols in meetings and taking minutes if required