#### JOB DESCRIPTION

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| **JOB TITLE:** | Part Time Parish Clerk |
| **REFERENCE NO:** | SM02 |
| **SALARY SCALE:** | SCP range 18 £15.84 per hour to SCP range 22 £16.93 per hour at 2024 pay scales. More may be available for an exceptional or suitably qualified candidate. e.g. CILCA Current hours- 6 per week. |
| **RESPONSIBLE TO:** | Chairman of the Parish Council |
| **JOB PURPOSE:** | To be the proper officer of the Simonstone Parish Council and undertake all statutory duties including serving and issuing of all notifications required by law of a Local Authority’s Proper Officer. |
| **KEY RESULT AREAS:** | |
| * To be responsible for ensuring that the instructions of the Parish Council in connection with its functions as a Local Authority are carried out. | |
| * To advise the Parish Council on and assist in the formation of overall policies to be followed in respect of the Authority’s activities. | |
| * To produce all information required for making effective decisions and to implement constructively all decisions. | |
| * To be accountable to the Parish Council for the effective management of all its resources and to report to them as and when required. | |
| * To be responsible for all the financial records of the Parish Council and the careful administration of these finances. | |
| * To prepare and circulate agendas, reports and minutes. | |
| * To action the decisions of the Parish Council. | |
| * To brief the Chairperson prior to Parish Council meetings. | |
| * To keep records of all correspondence and general administration, including custody of all legal documents, deeds, insurance policies and all other records etc. | |
| * To prepare accounts for auditing, including the preparation of annual estimates. | |
| * To maintain financial records of payments and collection of accounts. | |
| * To be responsible for the updating of the Parish Council website and Facebook page. | |
| * To prepare all statutory returns. | |
| * To prepare reports to the Parish Council. | |
| * To maintain records of insurance policies and any other registers. | |
| * To manage any charity funds under the jurisdiction of the Parish Council. | |
| * To liaise with Ribble Valley Borough Council, Lancashire County Council and any other third parties on Parish Council matters. | |
| * To undertake such other duties of a similar nature and responsibility level, which may be allocated to the post from time to time by the Parish Council. | |
| * To adhere to the Parish Council’s policies including equalities and health and safety. | |

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** | **TO BE IDENTIFIED BY** |
| **Experience** | | |
| Previous experience of clerical/admin duties. |  | Application Form/  Interview |
| Proven experience of budget setting, financial control and VAT. |  | Application Form/ Interview |
| Experience of working with computer accounting packages. |  | Application Form/  Interview |
| Practical experience of Servicing Committees. |  | Application Form/ Interview |
|  | Previous Parish Clerk experience. | Application Form/  Interview |
|  | Experience of Project Management. | Application Form/  Interview |
| **Qualifications** | | |
| Educated to GCSE level, with a good standard of literacy and numeracy, ie Maths and English at grade C (equivalent to the new grade 4) or above. |  | Application Form/ Interview |
|  | Administration and Bookeeping qualifications. | Application Form/ Interview |
|  | Completion of, or working towards, the Certificate in Local Council Administration or other recognised related qualification(s). | Application Form/ Interview |
| **Skills/Knowledge** | | |
| Working knowledge and understanding of Parish Council practice and functions. |  | Application Form/ Interview |
| **ESSENTIAL** | **DESIRABLE** | **TO BE IDENTIFIED BY** |
| **Skills/Knowledge** | | |
| Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors. |  | Application Form/ Interview |
| Ability to produce accurate minutes and agendas. |  | Application Form/  Interview |
| Ability to deal with other authorities and agencies and promote the image of the Parish Council. |  | Application Form/  Interview |
| Good working knowledge of IT systems including Microsoft Word and Excel. |  | Application Form/  Interview |
| Able to update the Parish Council Website and Facebook pages. |  | Application Form/  Interview |
| Ability to work unsupervised and organise own workload. |  | Application Form/  Interview |
| **Personal Qualities** | | |
| Excellent oral and written communication skills with the ability to build good relationships with Councillors. |  | Application Form/  Interview |
| Ability to provide objective advice to Councillors in a timely and coherent manner. |  | Application Form/  Interview |
| Ability to deal with people in an understanding manner, whilst displaying firmness as appropriate. |  | Application Form/  Interview |
| Ability to deal with matters on a confidential basis. |  | Application Form/  Interview |

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| **ESSENTIAL** | **DESIRABLE** | **TO BE IDENTIFIED BY** |
| **Personal Qualities** | | |
| A flexible and adaptable approach. |  | Application Form/  Interview |
| A commitment to ongoing professional development. |  | Application Form/  Interview |