

## Woodchester Parish Council

### Clerk to the Council and Responsible Financial Officer

#### Job Description

The Parish of Woodchester is roughly divided into three areas – North Woodchester, South Woodchester and Rooksmoor. It has just under 1,000 electors, and is served by seven elected Parish Councillors. Much of it is situated within a Conservation Area and AONB. The architecture mainly reflects a boom in this Cotswold village in the 19<sup>th</sup> Century, however there are a few properties that are a few hundred years older. The village is served by a Post Office, two churches (CofE and Roman Catholic); two Primary Schools (CofE and Roman Catholic) and three pubs. It has a mixed economy, having many small home-based businesses situated in the village as well as named 'brands' trading from the small business estates along the A46.

The village is well known for its famous Roman Pavement buried beneath the closed churchyard of the former parish church in North Woodchester.

A Parish Plan was produced in 2006 and the Council is currently preparing a Village Design Statement.

The Parish Council has a website at [www.woodchestervillage.co.uk](http://www.woodchestervillage.co.uk)

<b>Part Time:</b>	This post is for 8-10 hours a week.
<b>Remuneration:</b>	Subject to qualifications and experience, a minimum of £8.34 per hour. The hourly rate will be increased with recognised Clerk qualifications e.g. CiLCA – the Certificate in Local Council Administration).
<b>Office:</b>	The post holder is expected to work from home and agree to use her/his address as a contact point for the council. The council will provide computer equipment.
<b>Expenses:</b>	Any travel, mileage and subsistence expenses will be paid in accordance with the agreed NALC rates.
<b>Paid Holiday:</b>	Pro rata in accordance with National Association of Local Councils requirements.
<b>Gratuity:</b>	Gratuity available after five years employment
<b>Closing Date:</b>	<b>24<sup>th</sup> November 2011</b>
<b>Interview Date:</b>	<b>TBA</b>

## **Overall Responsibilities**

### The Role of The Clerk is to:

- Be the Proper Officer of the Council
- Manage the production and distribution of the agenda and minutes of the Council; any Committee meetings and the Parish Meeting, attending all meetings of the Council and its Committees as well as the Parish Meeting.
- Implement the decisions of the Council
- Provide independent, objective and professional advice to the Council
- Ensure the Council acts in a lawful way and maintains the standards of behaviour in public life
- Keep abreast of Government/Local Authority legislation and have a good working relationship with the relevant Local Authorities
- Be responsible for the promotion of the Council including involvement in the production of the Village newsletter, liaising with the press and media and maintaining the Council's website
- To 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. To issue correspondence as a result of instructions of, or the known policy of, the Council
- Encourage facilitation of local action
- Recognise the roles and responsibilities of the Council
- Maintain the Standing Orders and other administrative tasks to ensure the efficient management of the Council
- Be the Responsible Financial Officer for the Council by keeping account of the day to day financial management. Prepare financial statements for the Council meetings and any Finance Committee meetings. Prepare accounts for both the internal and external auditor when required. Prepare a draft budget for discussion with the Finance Committee. Ensure that the spending of the Council is transparent and risk-free.
- Maintain the assets of the Council i.e. bus stops, bins, benches, notice boards, war memorial and any others
- Provide maintenance through a contract for grass cutting and footpath maintenance
- To maintain the Council's asset register and ensure appropriate insurance
- To ensure that the Council's obligations for Risk Assessment are properly met
- Liaise with Local Authority officers with regard to highways, lighting, rubbish collection etc
- Respond to villagers' queries

- To update the village website with news and information
- Be willing to train for qualifications relevant to the post of Clerk and undertake continuous professional development.
- Enable the Council to move towards Quality Council status
- Attend an annual appraisal/ development review
- Support all reasonable requests from the Chairman and Councillors

#### Attributes needed for the post

- Self motivation
- Well ordered
- Understanding of financial accounting
- Understanding of marketing and public relations
- An appreciation of the need for procedure and process
- An interest in local government and democracy at the grass roots