



**Bradwell Parish Council
Job Description
Parish Manager/Clerk to the Council and
Responsible Financial Officer
(September 2021)**

Overall responsibilities)

The Parish Manager/Clerk to the Council is the legal 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. The Parish Manager/Clerk will be responsible for administering the general operations of the Council, managing its staff, and 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 produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The role also entails the legally required position of Responsible Financial Officer which is accountable for all financial records of the Council and the careful administration of its finances.

Specific responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed, seeking expert advice as necessary.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, including reclaiming VAT. To finalise the Annual Audit Return and submit to external Auditors within the required timescales. To present accounts and bank reconciliations to councillors quarterly for their approval.
3. To line-manage all other staff and delegate duties in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, pensions, contracts and conditions of employment.

4. To supervise and mentor other staff as necessary and participate in staff recruitment.
5. To ensure that the Council's obligations for Risk Assessment and Asset Management are properly met.
6. To prepare, in consultation with appropriate members, the agenda for meetings of the Council and Committees. To attend such meetings, prepare minutes for approval and implement the Decisions of Council
7. To attend all meetings of the Council and all meetings of its committees and sub-committees (other than where such duties have been delegated to another Officer).
8. To receive and deal with correspondence and documents on behalf of the Council or bring such items to the attention of the Council. To issue correspondence as a result of instructions or the known policy of the Council.
9. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
10. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
11. To draw up proposals for the Council on their own initiative and as a result of suggestions by Councillors and advise on practicability and likely effects of specific courses of action.
12. To successfully manage Parish Council projects.
13. To monitor the implemented policies of the Council to ensure that they are achieving the desired result, legally compliant and aligned with best practice and, as necessary, suggest appropriate modifications e.g. Financial Regulations & Standing Orders.
14. To act as the representative of the Council as required, including being available to the public at reasonable times to respond to their queries and complaints (other than where such duties have been delegated to another Officer).
15. To prepare, in consultation with the Chair or other Council authority as delegated, public communications and press releases about the activities of, or decisions of, the Council.
16. To attend training courses or seminars on the work and the role of the Clerk as required by the Council.

17. If not CiLCA qualified, to work towards achievement of Level 3, CiLCA qualification within 18 months of appointment as Proper Officer/Clerk as to the Council.
18. To attend Conferences of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council, as required.
19. To keep accounting records of King George's Field, Bradwell Charity and complete its annual online return to the Charity Commission.
20. To assist with the administration of such other not-for-profit and charitable organisations as the Council undertakes to lawfully administer.

Person Specification for Parish Manager/Clerk and RFO revised August 2021

	Essential Attributes	Desirable Attributes
1. Education and learning	<p>Educated to A level/NVQ equivalent</p> <p>If not qualified, commitment to undertake CiLCA training within 18 months.</p> <p>Evidence a commitment to continuing professional development and maintaining and enhancing skill set relevant to current employment.</p>	<p>CiLCA or equivalent qualification.</p> <p>Educated to Degree level</p> <p>Evidence of working to enhance personal and professional development of others.</p>
2. Knowledge and Competencies	<p>Extensive administrative experience in managerial or leadership roles.</p> <p>Ability to provide leadership to enable and motivate staff.</p> <p>Excellent people skills working in partnership with others in a relevant/similar context.</p> <p>Evidence of ability to organise and prioritise work, set targets, manage resources, achieve positive outcomes and delegate effectively.</p> <p>Experience of setting, managing and working within budgets.</p> <p>Knowledge of data protection law and GDPR.</p>	<p>Demonstrable knowledge of law, procedures and regulations/guidance as they relate to Parish Councils and how to obtain additional expert advice and support as necessary.</p> <p>Previous experience working as a Parish Clerk, or within a related area in local authority administration with a focus on community service, partnerships and outcomes at a local level.</p> <p>Experience of dealing with contractors and third parties and managing these relations.</p>

		<p>Utilising project management skills to produce effective outcomes.</p> <p>Office/insurance/risk planning and provision.</p>
<p>3. Communication and Information skills</p>	<p>Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies.</p> <p>Evidence of experience in successful partnership working with good mediation and negotiation skills.</p> <p>Ability to provide impartial advice to councillors in a timely and coherent manner, including analytical report writing.</p> <p>Evidence use of Microsoft Office or equivalent.</p>	<p>Experience of working with committees, preparing agenda, minute- and bid-writing, giving written and verbal reports.</p> <p>Managing external communications to communicate effectively.</p> <p>Experience writing for the press and/or social media.</p> <p>Knowledge of IT and ability to manage and relevant IT systems as required.</p> <p>Familiarity with an accounts software package, preferably Rialtas</p>
<p>4. Responsiveness and Flexibility</p>	<p>Willingness to work occasional evenings and out of office hours in order to meet work commitments.</p> <p>Ability to operate with impartiality in environments where people hold firm beliefs.</p>	<p>Evidence of service management, improvement and innovation.</p>