

## FLIXBOROUGH PARISH COUNCIL

### CLERK AND RFO TO THE PARISH COUNCIL JOB DESCRIPTION1.

Job Title: Assistant Clerk to the Parish Council

Wage: £10.25 per hour

Hours: 36 hours per month

Responsible to: Parish Council

#### JOB OUTLINE

The Clerk and RFO will carry out administration for the Parish Council including managing the finances and overseeing the running of the Village Hall. The Clerk will take the minutes of the meeting and carry out matters arising as required.

#### MAIN DUTIES AND RESPONSIBILITIES

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To prepare agendas, in consultation with appropriate councillors, and issue notices for meetings of the Council (generally, an evening meeting each month) and the Annual Parish Meeting.
- To attend these meetings, either in person or remotely, prepare minutes for approval and implement decisions made that are agreed by the Council.
- To liaise appropriately with the Chairman of the Council between meetings of the Council.
- To manage communication between the Council, the Parish and other stakeholders.
- To receive correspondence and documents on behalf of the Council and to deal with such correspondence and documents or bring such items to the attention of the Council.
- To issue correspondence as a result of instructions or known policy of the Council.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To attend training courses on the work and role of the Clerk as required by the Council.
- To appropriately manage information storage, including updating appropriate websites.
- To manage the Council's finance
- To monitor and balance the Council's accounts and prepare records for budget information, audit, VAT claims and the calculation of the Parish precept.
- To ensure that the Council's obligations to insure are properly met.
- To prepare and invite tenders for services on behalf of the Council.
- To receive and report on invoices for goods and service to be paid for by the Council and to ensure such accounts are met.

#### KEY COMPETENCES

- Extremely well organised

- Strong Communicator
- Excellent customer service skills
- Approachable
- Strong IT skills
- Able to work under own initiative
- Team player
- Willing and able have a flexible approach to meet the needs of the Council