

Name of Council	Tugby & Keythorpe Parish Council
Job Title	Parish Clerk
Vacancy Statement	Tugby & Keythorpe Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<p>The parish clerk will be responsible for the administration of the business and finances of the council. The post includes some evening work, primarily for council meetings, and occasional attendance at relevant events.</p> <p>Applications are invited from suitably experienced persons, ideally with an understanding of small rural councils.</p> <p>The successful applicant will ideally have CiLCA (Certificate in Local Council Administration) or otherwise be prepared to obtain it. In the latter case, training will be offered and enthusiasm to learn will be seen as an essential alternative to formal qualifications.</p> <p>He or she must be computer literate, with good verbal and written communication skills and the ability to interact positively with a wide range of people. Reliability, integrity and good time management are essential.</p> <p>The post is subject to a probationary period of six months.</p>
Salary	Salary scale NALC SCP 20, (£32,076 per annum) pro rata. (Hourly rate £16.37)
Hours	20 hours per month. Some extra hours with agreement
Place of work	Work from home
Please apply by email to:	
Contact	Mrs Gail Squire
Position	Chairman, Tugby and Keythorpe Parish Council
Address	The Ramblers, Hallaton Road, Tugby, Leics LE7 9WB
Email	gailsquire47@outlook.com
Telephone	0116 2598375
Closing date for applications:	Friday, 08th March by 5.00pm
Interview date	T.B.C.

Tugby & Keythorpe Parish Council

Clerk & Responsible Financial Officer JOB DESCRIPTION

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 to serve or issue all the notifications required by law, of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk is accountable to the Council for the effective management of all its resources and will report to it as and when required.

The Clerk is the designated Responsible Financial Officer and responsible for all financial records of the Council and the administration of its finances.

If any statute, regulation or order confers any functions, or imposes any duties, upon the Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

Specific Responsibilities

- To ensure that statutory provisions governing or affecting the running of the Council are observed.
- To prepare agendas for and attend meetings of the Council and its committees, prepare the minutes thereof and deal with all agreed actions arising therefrom.
- To administer, monitor and balance the Council's accounts including payroll, PAYE and workplace pensions schemes, and prepare records for Audit, HMRC and VAT purposes.
- To manage and supervise employees of the Parish Council.
- To receive all items of correspondence and documents on behalf of the Council and to deal with them appropriately.
- To manage and administer the Council's land and properties, owned or rented, and hire of artboards.
- To preserve and maintain the Parish Council's documents in accordance with the Council's policy on document retention.
- To handle all queries and complaints from the public and the press on behalf of the Council.
- To manage the Parish Council's website.
- To liaise with other tiers of local government in Leicestershire.

Tugby & Keythorpe Parish Council

Clerk & Responsible Financial Officer PERSONAL SPECIFICATION

SKILL	ESSENTIAL	DESIRABLE
Interpersonal skills	Ability to liaise with a range of people both from within and external to an organisation.	Experience of liaising with members of the public, contractors and suppliers face to face or by telephone
Written skills	Good standard of written English, a pass at GCSE or above. Able to deal with and respond to correspondence and emails.	Experience of minute taking, creating agendas and minutes.
Organisational skills	Ability to work without direct supervision. Ability to organise work schedules and deadlines. Ability to maintain appropriate records.	Previous experience of a self-directed work situation.
IT skills	Good IT skills including MS Excel. Understanding of basic website management.	IT qualification
Accounting skills	Understanding of basic accounting processes.	Previous experience of maintaining financial records, preparing accounts for audit and preparing budgets.
Data Management skills	Understanding of the role of Data Manager	Some knowledge of the principles of GDPR.
Knowledge of the local area		Some knowledge of the local area.