

Ditchingham Parish Clerk: Role & Responsibilities

JOB DESCRIPTION AND INFORMATION

Meetings

- Attendance at bi-monthly Council meetings held in the Village Hall on 3rd Monday of alternative months (January, March, May, July, September, and November). Start time 8.00pm for meeting proper, or at the discretion of the Chair earlier following the public participation session commencing at 7.30pm. Setting up for meetings from 7.00pm or earlier as required. (Such arrangements, including frequency, timing, and venue as may be varied from time to time).
- Attendance at additional Council meetings as required (historically an average of some 3 meetings annually).
- Attendance at the Annual Parish Meeting (replacing public participation at the May meeting).
- To take and produce minutes of Council and Parish meetings, to be approved and amended as necessary by the Chair & Vice Chair.
- Implement decisions made at the meeting before the next meeting where possible, and report to the Chair.

Minutes and Agendas

- In liaison with the Chair & vice Chair, prepare Agendas & Minutes and ensure that the Council makes legal decisions & holds effective meetings.
- Collate and circulate Agendas, Minutes and associated papers to Councillors and to those on the Mailing List.
- Agendas to be delivered to the same and copies to be affixed to the Parish Notice Board giving due notice (ie 3 clear working days) prior to meetings.
- Minutes to be delivered within 10 days following meetings and a copy, together with Committee reports, put on show in the post office.

Correspondence and Communications

- Receive and send all Parish Correspondence, file and keep securely.
- Keep Chair & vice Chair up to date with correspondence received, recognising in particular those with deadlines for reply.
- To act as the representative of the Council as required.
- To prepare and agree in consultation with the Chair & vice Chair all communications and press releases about the activities and decisions of the Council.

Planning

- Receive Planning Applications and inform Chair of Planning Committee when applications are received, looking up previous history as necessary.
- Liaise with the Chair of Planning Committee and advise the Planning Authority (usually SNC) of the Council's comments to arrive by the given deadline, and to file & keep securely.

General Administration

- Be available to parishioners during reasonable hours to receive information by telephone, letter, or email and answer queries etc; or to forward such queries to Committee Chairs or Full Council as required.
- Liaise with SNC, NCC, BA and other statutory bodies or other individuals connected with Council business.
- In conjunction with Committee Chairs correspond and liaise with contractors and employees on work required in the Parish and within the remit of the Council.
- Maintain & update the Council's Standing Orders, Financial Regulations, Policies and Committee Terms of Reference as required from time to time and as instructed by the Council.

- Maintain & update documents and notices pertaining to legislation, such as Freedom of Information Act, Declaration & Register of Interests, Elections & formal notices of Audit Inspections.
- To ensure that information on the Council's web site remains current and relevant.
- All other administrative work on behalf of the Council including, but not limited to maintaining records and registers, books of account, Risks Register, Cemetery Fees, Allotments, employees, insurances, etc.

Accounts

- Maintain the Council records & accounts in accordance with the recommendations of the Internal Auditor & Accounts & Audit Regulations of 1996 set up to enforce proper financial controls, prevent and detect fraud and tackle bad debts.
- With the Chair & vice Chair prepare a budget on which the precept calculations will be decided.
- Prepare, receive & despatch payments in accordance with the Financial Regulations.
- Prepare a summary financial statement in accordance with instructions and to report thereon at Full Council meeting.
- Prepare the Accounts, End of Year Return & associated documents with the Chair & vice Chair regarding the Internal & External Audit.
- Receive visits as are agreed by the Internal Auditor & provide all documents as may be requested.
- Ensure that the Council maintains adequate levels of Insurance & that Risk Assessments are conducted.
- To ensure such records as necessary are maintained for the purposes of HMRC (PAYE, NIERC, and VAT)

Miscellaneous

- Other duties when reasonably required, at the request of the Council.
- Attendance at other meetings occasionally called by the Council, SNC, NCC, or BA as necessary.
- Attendance at training sessions at the request of, or under approval of the Council.
- Maintain confidentiality of information in an independent, objective & professional manner.

Ditchingham Parish Clerk: Qualifications and Competencies

Qualifications

The Council would prefer the Clerk to hold the Certificate in Local Council Administration. While not essential this is the accredited certificate for the sector and is a vital criteria for a council gaining Quality Parish Status. At the discretion of the Council, possession of this qualification may be recognised within the agreed remuneration package. If appropriate, the Council will support the post holder in obtaining this Certificate.

Competencies

The post holder shall be articulate and possess a high standard of literacy and numeracy; additionally a good level of familiarity (ie 'intermediate') with Microsoft Windows and Office 2007+ is essential. The role requires regular use of WORD and EXCEL, and familiarity with POWERPOINT is desirable. It is assumed that OUTLOOK will be used as an email client. Familiarity with other software including PDF reader/writer will also be required.

Home Working

This role requires that the post holder works from home and has a 'home office'. The post holder is required to make available for the purpose of their duties IT equipment (including scanner and printer) and software, telephone and internet connections for which the Council will pay a regular allowance.

ANNUAL PARISH COUNCIL EVENTS

The Parish Council year runs from 1st April to 31st March. The following table lists key activities in which the Clerk will be directly involved and that occur through the year. This table should be used as illustrative and is not comprehensive. There are numerous other activities (including routine activities) conducted by the Council that may or may not involve the Clerk and the post holder should familiarise their self with such activities.

January	Meeting
	Prepare (Q3) financial statements
	Apply for Precept
	Quarterly VAT recovery
February	
March	Meeting
	Draft (full year) financial statements
April	Preparations for Annual meetings
	Finalise Accounts & End of Year Returns
	Finalise Annual Audit
	Quarterly VAT recovery
May	Annual Council Meeting
	Annual Parish Meeting
	Annual Review of Risks Register and Insurances
	Agree revisions to schedule of Cemetery fees
June	Quarterly VAT recovery
July	Meeting
	Prepare (Q1) financial statements
	Quarterly VAT recovery
August	
September	Meeting
	Agree Allotment rents and issue notices
	Outline budget planning for following year
October	Collect Allotment rents
	Quarterly VAT recovery
November	Meeting
	Prepare (Q2) financial statements
	Finalise Budget & Agree Precept
	Confirm dates of meetings for following year
December	

Ditchingham Parish Council

Vacancy for Parish Clerk/RFO

Closing date 31st October 2013

Approx 7 hours per week, 6 regular meetings per year

A job description and application form is available on the website. Please look for CLERK- vacancy' on the whats happening tab

http://ditchinghampc.norfolkparishes.gov.uk/category/whats_happening/

Salary paid at NJC scale rates subject to qualifications and proven experience at the scale points range indicated below.

NJC Scale LC1	Annually Pro-rata	From	To
Unqualified	Scale points 18-22	£17,333	£19,817
Qualified	Scale points 23-25	£20,400	£21,734

NJC Scale LC1	At 7 hours per week	From	To
Unqualified	Scale points 18-22	£3,279	£3,749
Qualified	Scale points 23-25	£3,859	£4,112

NJC Scale LC1	Hourly equivalent	From	To
Unqualified	Scale points 18-22	£9.01	£10.30
Qualified	Scale points 23-25	£10.60	£11.30

All payments will be subject to deductions of PAYE & NI subject to HMRC regulations

For further information please apply in the first instance with a brief resume and contact details by email to the current Clerk at:

john@jo-an.fslife.co.uk