



WETHERSFIELD PARISH COUNCIL

REPRESENTING WETHERSFIELD, BLACKMORE END AND BEAZLEY END

CLERK and RESPONSIBLE FINANCIAL OFFICER TO THE PARISH COUNCIL

JOB DESCRIPTION

Wethersfield Parish Council is seeking a self-motivated and organised individual to provide clerical, administrative and financial services to support the Council to carry out its role as a Local Authority.

The post is part time, approximately 12 hours per week – although this does vary from week to week. The Parish Council holds 10 meetings per year, usually on the second Wednesday of the month at 7.30pm and there may be the occasional extraordinary meeting where necessary.

The starting salary (subject to review) per hour (based on the hours worked) is subject to qualifications and experience, on the new Nalc SCP scale LC2 (24/28) or 29-32).

The position is home based and will require direct contact with Parish Councillors, Borough and County Councillors, partner organisations, grant providers, contractors, service providers and local residents. The clerk will be provided with the necessary equipment to carry out his/her duties plus an allowance for the use of home as an office.

The successful candidate will ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards the qualification at the earliest opportunity with appropriate training being facilitated.

The Parish of Wethersfield has a population of approximately 1,300 and includes Blackmore End and Beazley End.

Specific Responsibilities:

- To oversee the management of the Parish Council.
- To carry out the statutory duties of a Proper Officer (as required by the Local Government Act 1972), guiding and assisting the Council in the fulfilment of its legal and financial obligations.
- To ensure the statutory and other provisions governing or affecting the running of the Council are observed.
- To be responsible for all financial records of the Council and the careful administration of its finances.
- To prepare, in consultation with the appropriate members, agendas for meetings of the Council, to attend such meetings and prepare minutes for approval.
- To ensure that meetings are properly publicised to inform local residents.

- To receive correspondence and documents on behalf of the Council and to deal with and acknowledge correspondence as a result of the instructions of, or the known policy of, the Council.
- To monitor the implementation of policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as a representative of the Council as required.
- To keep safely deeds, contracts, documents and correspondence and comply with GDPR.
- To work within Health and Safety legislation in accordance with the Health and Safety at Work Act.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions the Council.
- To attend training courses on the work and role of the clerk as required by the Council
- To update the website on a regular basis.
- Supervision of the Parish Ranger.
- To be responsible for PAYE and NI contributions as applicable.

In addition:

All Wethersfield Parish Councillors become Trustees of the four Gower Trust Alms houses in Wethersfield and you will be required to provide additional clerical assistance to the Trustees, and any caretaker appointed by the Trustees, as required.

The clerk may also be required to provide clerical assistance to the Wethersfield Airbase Scrutiny Committee until further notice. This Committee comprises of twelve Parish Councils currently and is approximately 25 additional hours per month.

If this position is of interest, please contact the Deputy Clerk by emailing deputyclerk@wethersfield-pc.gov.uk giving brief details about yourself, a copy of your CV, and any relevant experience you may have.

Closing date: 7 July 2022

NOTE: This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be changed as working conditions dictate.