

GESTINGTHORPE PARISH COUNCIL

Vacancy for Parish Clerk and Responsible Financial Officer.

The post is part time on average 4 ½ hours per week – this could be less some weeks and significantly more in other weeks. The position is home based. Gestingthorpe PC holds 4 meetings per year, plus an annual village meeting, usually on a Thursday evening at 7.30pm. There may be an occasional extraordinary meeting where necessary. The successful applicant will hold the Certificate in Local Council Administration (CiLCA) and will be expected to attend training courses where necessary.

Main Purpose of Job

To provide clerical and administrative support to the parish Council, in carrying out the functions of the Council in its role as a Local Authority.

Responsibilities

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure that the Council's obligations to insure are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees, to attend such meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence as a result of the instructions of, or the known policy of, the Council.
- 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.
- To draw up both on his own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To monitor the implemented 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 prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, 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.

Responsible Financial Officer

Where the Clerk is also the RFO within the meaning of the Accounts and Audit Regulations, and is to be responsible for all the financial records of the Council and the administration of its finances, specific responsibilities will include:

- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT
- 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.

To apply for the position please email gestingthorpepc@gmail.com in the first instance or for an informal chat call 01787 379606.

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.