



DEPUTY PARISH CLERK

Applications are invited for the position of Deputy Parish Clerk for Berryfields Parish Council.

Working from home, the appointed candidate will work at other locations in the Parish and from a Parish Office in due course, initially working for up to 20 hours per week, with evening and occasional weekend work required.

Grade: SCP30-34 dependent on qualifications and experience.

Salary: £27,358 - £30,756 (full time equivalent) based on 37 hours a week.

The Deputy Clerk is a new position and will be expected to fulfil the role of the Council's Proper Officer in the absence of the Clerk and as such is under a statutory duty to carry out all the functions, required by law of a local authority's Proper Officer. Working with the Clerk, Assistant Clerk and Councillors they will help ensure Council's instructions are carried out. The Deputy Clerk will assist the Clerk in the formation of overall policies to be followed in respect of making and implementing effective decisions. The person appointed will report to the Clerk, accountable to the Council for the effective management of its resources, and will report to them as and when required. Candidates should have either passed the Certificate in Local Council Administration, or be willing to complete within twelve months of appointment.

Specific responsibilities

- In the Clerk's absence, ensure that legal, statutory and other provisions governing or affecting the running of the Council are strictly observed.
- In the absence of the Clerk, 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 provide the highest level of customer care and service to parishioners and stakeholders in the community.

- To receive correspondence and documents on behalf of the Council and to deal with these or bring such items to the attention of the Council. Responding appropriately following instructions or the known policy of, the Council.
- To study reports and other data on activities of the Council and on matters related to these. Where appropriate, discuss such matters with the Clerk and subject matter specialists.
- To draw up, on their own initiative, and at the suggestion of Councillors and the Clerk, proposals for consideration by the Council, considering their practicability and likely effect of specific courses of action.
- In the Clerk's absence, supervise other staff and contractors, ensuring compliance with policies of the Council.
- To monitor implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggested modifications.
- To act as a representative of the Council as required.
- In the absence of the Clerk, to issue notices and prepare agendas and minutes for Parish Council meetings and attend the meetings, ensuring the minutes are an accurate record of decisions made by the Council.
- To work with representatives of higher tier authorities and others to progress collaborative projects.
- To keep the Council up to date with information from other organisations considered relevant to its activities.
- To attend training courses and read literature to ensure up to date knowledge of local government legislation, and undertake continuous professional development.

Responsible Financial Officer (RFO)

- In the absence of the Clerk & RFO, within the meaning of the Governance and accountability Regulations and be responsible for all the financial records of the Council and careful administration of its finances. Specific responsibilities will include:
 - Monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
 - 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 to ensure payment is received.

TO APPLY: Download the Job Description, Person Specification and Application Form from the Parish Council's website: www.berryfieldspc.org.

CLOSING DATE: Friday 12th October 2018. Interviews will be held during week commencing 15th October 2018.