

Bramford Speke Parish Council

Parish Clerk: Role Summary

Role Purpose

The Clerk is the Council's 'Proper Officer'* , ensuring that the Council properly carries out all its statutory functions and that the business of the Council runs smoothly.

Key Accountabilities

- Ensures that the business of the Council is carried out in compliance with the legal framework within which it operates
- Ensures that the instructions/decisions of the Council are carried out effectively
- As the Council's 'Responsible Financial Officer'* , accountable for all financial records of the Council and the proper administration of its finances
- Accountable for the effective management of all its resources and reporting on them as required

**All Parish Councils have a 'Proper Officer' and a 'Responsible Financial Officer'. Specific duties are detailed in the Council's Standing Orders.*

Key Responsibilities

- Ensures that the council conducts its business lawfully and with regard to appropriate risk assessment obligations
- Receives and administers all the council's paperwork, policies and returns
- Reviews documents, policies, reports and other information and advises the Council on such
- Specifically maintains relationships with EDDC, DCC, DALC and SLCC
- Keeps financial, budget, VAT, property registers and other legal documents as required
- Administers the Councils Payroll system and ensures all salary payments are made in accordance with PAYE
- Completes the Annual Audit and arranges appointment of an internal auditor
- Ensures all payments are made in accordance with the Council's Financial Regulations and provides monthly bank reconciliations for inspection by the lead Financial Councillor
- Ensures that meeting papers are properly prepared and minuted and reviewed and that councillors and the public are notified of agendas and meeting times (including website notices)
- Ensures that the Council is fully compliant to the Transparency Code 2015
- Attends the planned meetings of the Council together with occasional attendance at planning application(s) site meetings and working groups/sub committee
- Implements the council's decisions and monitors and reports impacts
- Maintains the village communication systems (email, posters) and circulates notices
- Administers the Council's website
- Oversees and is involved with the implementation of projects (some projects will be led by individual councillors)
- Keeps up to date through training, professional development and DALC conferences
- Acts as a representative of the Council

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- Produces the Parish Council's monthly update for the Parish Magazine, Speke Up.
- Work towards obtaining the Certificate in Local Council Administration (CiLCA) to ensure that the Council continues to use the Power of Competence

Role Context

Bramford Speke is a small, rural parish close to Exeter.

The Clerk of the Council works closely with the Parish Council Chair and understands the environment within which the Council has to operate and has a commitment to public service.

The Council operates within clearly defined legal constraints, procedures and time-scales and it is the Clerk's duty to ensure that the work of the Council is delivered effectively within these frameworks. The Council normally meets ten times per year and holds one Annual Parish Meeting.

The Clerk advises the Chair and other Councillors on key issues and acts as a source of reference on Council matters. Councillors will frequently look to the Clerk for guidance, support and advice.

The Clerk acts as the main point of contact with members of the public, Local Authorities and agencies and other councils in the area.

Key People Qualities

- Able to work:-
 - From home as the principal place of work
 - Independently, unsupervised and manage their own work
 - Flexibly and to defined delivery time-scales
- Can attend meetings in evenings and other times as required
- Acts on own initiative and brings forwards ideas, suggestions to deliver community benefit
- Consults and works collaboratively as part of a group
- Operates with a high degree of independence, objectivity and professionalism
- Organised, methodical and structured in carrying out duties
- Previous Secretarial and/or administrative experience
- Having, or able quickly to acquire, a basic understanding of the operating frameworks of a small Parish Council
- Understands the need for and to uphold effective governance around Council activities
- IT literate- knowledge/use of MS Office Suite (or equivalent) and email systems
- Prepares and maintains Financial, Bank, Tax and budget management / controls
- Effective communicator and influencer - verbal and written
- Commitment to personal development and attending training events
- A sense of humour

Desirable Qualities

- Current knowledge of Bramford Speke and other local areas
- Has a sense of public duty and desire to support the community agenda
- Previous experience of working in local authority or similar environment(s)
- Knowledge of Local Authority operating processes and /or a basic understanding of the operating frameworks of a small Parish Council

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- Membership of relevant professional bodies e.g. Society of Local Council Clerks
- Work towards the achievement of the Certificate in Local Authority Administration (CiLCA)