



# Whitchurch-on-Thames Parish Council

## Parish Clerk vacancy

The Parish Council seeks to employ a home-based, part-time parish clerk, working an average of 8 hours per week, or 35 hours a month. The successful applicant will have to organise monthly parish council meetings, support parish councillors, maintain accounts and manage the village maintenance contractor. A full list of responsibilities is available on request.

The applicant must have excellent administration, IT and communication skills.

Salary will be in the region of £15.21 – 17.64 per hour (SCP 18-25), although applications will be considered outside this range depending upon suitability for the role.

Please email your CV and a covering letter to the Chair, Cllr. Jim Donahue,  
[cllrdonahue.whitchurchonthames@gmail.com](mailto:cllrdonahue.whitchurchonthames@gmail.com).

The closing date for applications is **Friday 28<sup>th</sup> June 2024**. Interviews will be held in early July.



## **JOB DESCRIPTION**

### **Whitchurch-on-Thames Parish Council Clerk**

#### **Key Terms**

<b>Job Title:</b>	Clerk to the Council and Responsible Financial Officer
<b>Responsible to:</b>	Full Council
<b>Responsible for:</b>	All Council staff, property and financial resources
<b>Employment Status:</b>	Part-time (35 hours per month) including some evening work
<b>Salary scale:</b>	£15.21 – 17.64 per hour (SCP 18-25)

#### **Summary**

The clerk is a key member of the parish council. An efficient, professional clerk who can advise and support the council is an important aspect of a well-organised and successful parish. The clerk is the principal executive of the council and is the officer responsible for the administration of the financial affairs of the parish. The clerk is the council's only employee and as such plays a crucial role in maintaining the continuity and efficiency of the council. The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached even when that guidance may be unpopular and/or contrary. The clerk offers advice and guidance on governance, ethical and procedural matters. The clerk must also liaise with the Monitoring Officer at South Oxfordshire District Council on any ethical issues in relation to the councillors' Register of Interests. The clerk is an independent and objective servant of the council who takes instructions from the corporate body and must recognise that the council is responsible for all decisions. The clerk to the council is the Proper Officer of the council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law.

#### **Specific responsibilities**

1. Ensure statutory and other provisions governing or affecting the running of the council are observed.
2. Monitor and balance the council's accounts and prepare records for audit purposes and VAT.
3. Ensure the council's obligations for risk assessments are properly undertaken and completed.
4. Prepare, in consultation with appropriate members, agenda for meetings of the council and its committees. To attend such meetings and prepare minutes for approval involving action log. Implement the decisions agreed by the council, follow up on agreed actions, working with relevant councillors as appropriate.

5. Receive correspondence and documents on behalf of the council and respond appropriately or bring such items to the attention of the council. To issue correspondence as a result of instructions from the council (or councillor) or in line with the known policy of the council.
6. Receive and report on invoices for goods and services to be paid for by the council and ensure such accounts are met. To issue invoices on behalf of the council for goods and services and ensure payments are received.
7. Study reports and other data on the activities of the council and on matters relevant to those activities. Where appropriate discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the council.
8. Draw up proposals for consideration by the council and advise on feasibility and the likely impact on specific courses of action.
9. Monitor the implementation of council policies and ensure they are effective and where appropriate suggest modifications.
10. Act as the representative of the council as and when required.
11. Liaise with the webmaster regarding parish council news and information.
12. Actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of the council.
13. Attend training courses, development sessions, local and national conferences on the work and role of the clerk as required by the council.
14. Coordinate and maintain the activity schedule of the village green with users in the community and ensure it is posted on the website and notice boards.
15. Update council policies and procedures when necessary in line with the latest guidelines.
16. Ensure planning applications are processed in a timely fashion.
17. Ad-hoc tasks including collating results and information, updating issues' lists, assisting with council events.