

SILKSTONE PARISH COUNCIL

Parish Clerk & Responsible Finance Officer– Job Description.

Overview.

The Clerk is responsible for all the administration relating to the operations of Silkstone Parish Council. The main duties are the general management of the Council's assets (which includes a sports pavilion and recreation ground with football and cricket facilities, allotment site, war memorial, 3 woodlands, a Multi Use Games Area, Trim Trail and a car park) providing advice to the Council on a range of issues, updating Parish Council policies and procedures in line with current legislation, responsibility for the Council's finances (day-to-day and year-end), minute taking, maintaining the Parish Council's website and dealing with correspondence. To ensure that the legal, statutory and regulatory provisions applying to the Councils activities are observed.

Details.

1. To ensure that agendas for Parish Council meetings and Committees of the Parish Council are issued in accordance with the statutory timetables.
2. To prepare appropriate minutes for all Parish Council meetings, Silkstone Playing Fields Committee meetings, Finance Committee, Policy Committee and working parties.
3. To issue the agenda and minutes for the Annual Parishioners' Meeting on behalf of the Chairman.
4. To deal with all the financial procedures of the Parish Council, including the collection of income (allotment rents, pitch hire payments from Cricket and Football teams and newsletter advertisers payments), payment of invoices, preparation of budget documents, producing quarterly bank reconciliations, quarterly VAT reclaims, arranging half yearly meetings with the internal auditor and completing the annual end of year report for publication and the annual statement of accounts for the external auditor.
5. To deal with all incoming and outgoing correspondence by post or e-mail, including planning applications.
6. To ensure the proper management of the Parish Council's assets, including the arrangement of appropriate insurance cover, obtaining comparable quotations and liaison with contractors for repairs and maintenance of the sports pavilion, recreation ground and villages maintenance.
7. Providing advice to the Parish Council on a range of issues, with support as appropriate from the Yorkshire Local Councils Association and the Society of Local Council Clerks.
8. Attend training days approved by the Parish Council to maintain the status of a Qualified Clerk (to include the completion of the Introduction to Local Council Management (ILCM) and the Certificate in Local Council Administration (CiLCA) if not already held)
9. Drafting of grant applications for Parish Council projects.
10. Processing payroll for self and newsletter deliverers.
11. Managing the contracted Parish Council handy man and grounds man.
12. Arranging events such as a summer fair with the assistance of working party members.
13. Representing the Parish Council at civic events such as the remembrance service.
14. Any other appropriate duties as directed from time to time by the Parish Council.