

HULLBRIDGE PARISH COUNCIL

Job description: Clerk/Responsible Financial Officer

Hours to be worked: 28hrs per week

Evening meetings: average 1 evening per week, plus first Saturday in December

Salary details: SCP 24-36 depending on experience, service and qualifications
(Based on National Terms and Conditions)

Pension Scheme: Local Government Pension Scheme

Training available: Certificate of Local Council Administration and other relevant courses run by EALC

Holiday entitlement: 21 days annual leave and 25 days after 5 years of continuous service (pro rata)

Overview of Council: Hullbridge Parish Council is an active body that manages the Local Nature Reserve, a large car park and large allotment site. The Council is keen to put a community engagement strategy into place and a Emergency Plan is now in its final stages of preparation. One of the targets of the Council is for the Parish Office to continue to be the “hub” of the community.

Number of Councillors: 13

Committees: Finance/Policy/Appointments, General Purposes, Footpaths/Open Spaces/Conservation and Parks, Personnel, Planning, Village Resilience/Vision and Allotment Management

Working Groups: Hullbridge Christmas Fayre

Specific duties of the Clerk/Responsible Financial Officer:

1. To ensure that statutory and other provisions governing or affecting the running of the Council observed.
2. To ensure the Council's obligations for Risk Assessment are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval
4. To receive correspondence and documents on behalf of the Council and deal with the same or bring such items to the attention of the council. To issue correspondence as a result of instructions of, or the known policy of the Council.
5. To prepare annual budgets, monitor and balance the Council's finances, prepare documents for audit purposes and VAT.
6. To ensure salaries/expenses are calculated, recorded to the current PAYE criteria. Make the necessary returns to Revenue and Customs.

7. 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 ensure payment is received.
8. 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 and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and as a result of suggestion by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To ensure the Council has adequate insurance cover as laid down by the Council, including preparing an annual insurance schedule for review by the Council. To deal with the administration of all insurance claims arising, in conjunction with the Council's insurance Broker.
12. To act as the representative of the Council as required.
13. To prepare, in consultation with the Chairman, press releases about the activities of, or decision of the Council.
14. To maintain the Hullbridge Parish Council website.
15. To allocate allotment plots, maintain plot waiting lists and collect rents when due.
16. To take a leading role in assisting Members organise Hullbridge Christmas Fayre.
17. To monitor the work of the Council Maintenance staff.
18. To supervise the work of office staff including allocating their duties.
19. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
20. To carry out any reasonable tasks in the role of Clerk decided by the full Council that may occur in the future.
21. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for the effectiveness in the position of the Clerk to the Council/Responsible Financial Officer.
22. To continue to acquire the necessary professional knowledge required for the efficient affairs of the Council. Suggested is membership of the professional body The Society of Local Clerks.
23. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.

Hullbridge Parish Council
98 Ferry Road
Hullbridge, Essex
SS5 6EX

Tel: 01702 232038
e-mail: clerk@hullbridgepc.co.uk
www.hullbridge-pc.gov.uk