

MELTON PARISH COUNCIL

CLERK & EXECUTIVE OFFICER (PART TIME)

JOB DESCRIPTION

JOB TITLE	Clerk & Executive Officer
POST NUMBER	1
HOURS OF WORK	25 hours per week by arrangement, including attendance at evening meetings
COMMENCING SALARY	NJC Scale LC2 SCP 29 (Currently £17.06 per hour)
LOCATION	Melton Parish Office, 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT
RESPONSIBLE TO	Chairman of Finance, Employment & Risk Management Committee <i>on behalf of Full Council</i>
RESPONSIBLE FOR	The administration of all the functions of Melton Parish Council including those of the Proper Officer and Responsible Finance Officer
PROBATIONARY PERIOD	N/A
PERIOD OF NOTICE	13 Weeks on either side

JOB PURPOSE

1. To be responsible for the administration of the Council, including management of all its functions and assets.
2. To act as the Proper Officer of the Council and as such be under a statutory duty to serve or issue all the notifications required by law of a local authority's Proper Officer.
3. To advise the Council on legal and financial obligations and requirements, including in respect of risk management; and advise and assist in the formulation of policies.
4. To ensure that Councillors are provided with all the necessary information required for effective decision-making and to constructively implement all decisions.
5. To act as the Council's Responsible Finance Officer and have responsibility for all the financial records and careful administration of its finances.
6. To manage the Council's property and land assets, both commercial, public open space, sports and recreational facilities.
7. To manage all other staff employed by the Council.
8. To positively promote the work of the Council to the wider community.

KEY DUTIES AND RESPONSIBILITIES

1. To ensure all the statutory requirements in relation to the administration of the Council and Council meetings are properly carried out.
2. To ensure that the Council operates within the rules as set down in its Financial Regulations and Standing Orders.
3. To manage and maintain an efficient Parish Office which can provide an effective and public focused service to the wider community.
4. To ensure that Councillors are well informed and properly briefed for the effective discharge of their roles.
5. To ensure overall effective agenda management for all meetings within the Council calendar, preparation of reports, advice to Councillors and implementation of decisions in respect of Full Council and its Committees and Working Groups.
6. To manage the annual budgeting and precept process.
7. To ensure that the Council's financial systems are fully compliant with statutory and best practice requirements and that the Council's finances are managed prudently and cost effectively.
8. To be responsible for the preparation of year-end accounts for presentation to and approval by Councillors, and of all the necessary documents for both the internal and external auditors.
9. To ensure compliance by the Council with all data protection legislation.
10. To ensure that the management of all the Council's physical assets is undertaken efficiently and cost effectively, with due regard for safe public access where appropriate.
11. To ensure full compliance with all health and safety requirements, including in respect of training both staff and volunteers, and carrying out tree safety inspections / works to minimise the Council's exposure to risk.
12. To positively manage, appraise and develop all other staff employed by the Council.
13. To attend training / briefings on all aspects of council administration.
14. To undertake such other tasks as are required by the Council consistent with the postholder's duties, knowledge and experience.

EFFECTIVE DATE

This job description is effective from 1 October 2021, subject to formal approval.