



# MELTON

## PARISH COUNCIL

### CLERK & PROPER OFFICER (PART TIME)

#### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Clerk &amp; Proper Officer</b>
<b>POST NUMBER</b>	<b>1</b>
<b>HOURS OF WORK</b>	<b>25 hours per week by arrangement, including attendance at evening meetings</b>
<b>COMMENCING SALARY</b>	<b>NJC Scale 29-32</b>
<b>LOCATION</b>	<b>Melton Parish Office, 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT</b>
<b>RESPONSIBLE TO</b>	<b>Chair of Finance, Employment &amp; Risk Management Working Group <i>on behalf of Full Council</i></b>
<b>RESPONSIBLE FOR</b>	<b>The administration of all the functions of Melton Parish Council including those of the Proper Officer and Responsible Finance Officer</b>
<b>PROBATIONARY PERIOD</b>	<b>6 months</b>
<b>PERIOD OF NOTICE</b>	<b>13 weeks on either side</b>

#### 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 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 act as the Council's spokesperson in response to enquiries from members of the public and/or press.
11. To act as project manager on all projects for the Council, or to oversee if delegated to other members of staff.
12. 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.
13. Manage the Pavilion including maintenance and day-to-day running and hiring of the building in accordance with the Council's requirements.
14. 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.
15. To positively manage, appraise and develop all other staff employed by the Council.
16. To attend training / briefings on all aspects of council administration.
17. 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 June 2024