



OXENHOPE VILLAGE COUNCIL

CLERK TO THE COUNCIL – JOB DESCRIPTION

Purpose of the post

- To act as the Village Council's adviser in all matters and to ensure the efficient exercise of decisions taken by the Council.
- The Clerk to the Council is also the designated Responsible Finance Officer (RFO).
- As Proper Officer the Clerk is under a statutory duty to carry out all the functions and, in particular to serve or issue all the notifications required by law of a Local Authority Proper Officer.
- The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.
- To provide the Council with the necessary information for making effective decisions and to implement constructively all decisions made.
- To be responsible for the effective management of all of its resources.
- To actively design and promote policies of the Council that respond to community needs and expectation.

Duties and responsibilities

Administration

- To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed.
- To prepare in consultation with appropriate Members, agendas for all meetings of the Council.
- To attend and take minutes at all meetings of the Council and all meetings of its committees, sub-committees, project teams and stakeholder groups.
- On occasion to attend other meetings as representative of the Council, including Local Councils Liaison meetings with Bradford Council.
- Execute promptly all decisions and resolutions recorded in the minutes.
- To receive and deal with all correspondence and documents on behalf of the Council and where necessary bring such items to the attention of the Council.
- To issue notices and prepare agendas, minutes and reports for meetings of the council; to attend and implement the decisions made.

- To maintain the Village Council website, updating content and publishing minutes, policies, procedures and financial statements as required.
- To use online services including survey and marketing tools to promote the Village Council and to inform, consult and engage with residents.
- From time to time to prepare press releases, posters, newsletters and articles for approval by the Council.

Policy

- To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest amendments.
- Assist as required in the formulation, development, revision, monitoring and review of the Council's policies and objectives.
- Support initiatives of the Council through research and analysis.
- To draw up, either personally by initiative, or as a result of suggestions by Members, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.

Finance

- The proper control of all the Council's dealings including necessary records.
- The application of budgetary control of all the Council's expenditure and income.
- The preparation of budgets of expenditure and revenue for consideration by the Council.
- The investment and security of the Council's finance to the best reasonable advantage.
- The proper care and security of all cash and the monies of the Council in collection and banking.
- Submission of all necessary records and documents to the Council's appointed internal auditor and to the external auditors, securing final approval and compliance with all requirements.
- The proper care, security and adequate insurance of all the Council's assets.
- To seek the most advantageous purchasing terms for the Council.
- To prepare invitations to quote and detailed specifications for works and to deal with suppliers and tender processes.
- To prepare grant funding applications on behalf of the Council.

General

- To liaise with the City of Bradford Metropolitan District Council, Yorkshire Local Councils Association, National Association of Local Councils, Government departments and other agencies as necessary.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To act as a representative of the Council as required.
- To direct, supervise and manage the Village Council Warden.
- Undertake any other duties which may from time to time be reasonably required by the Council.

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PERSON SPECIFICATION

Experience	<ul style="list-style-type: none">• Experience relevant to the role.• Previous local government and management experience desirable.
Appropriate Professional or Administration Qualification	<ul style="list-style-type: none">• Holder of relevant certificate, diploma or degree.• Qualification in Local Council Administration or a willingness to obtain appropriate qualification.
Administrative and Communication Skills	<ul style="list-style-type: none">• Ability to relate to and communicate with Members, the public and external agencies.• Ability to give objective advice and information to Members.• Ability to read and digest reports.• Ability to act as the Council's Public Relations Officer.
Office Management	<ul style="list-style-type: none">• Ability to prioritise work, set targets and generally organise work in an efficient manner.
Finance	<ul style="list-style-type: none">• Set budgets, maintain accurate accounts and present them to Members.• Sound knowledge of Local Government finance and the account and audit regulations.
Information Technology (IT) Skills	<ul style="list-style-type: none">• Use of IT to provide effective and efficient administration.
Flexibility	<ul style="list-style-type: none">• Be able to respond to changing situations.• Meet new challenges imaginatively.• Willing to work outside normal office hours and be able to attend evening and weekend events.• Self-directed and able to undertake duties with minimal supervision.
Community commitment and service delivery	<ul style="list-style-type: none">• Keen interest in local community and resident well-being.• Ability to prepare funding bids to local, regional and national agencies.• Experience of monitoring to secure effective running and/or maintenance of Council

	facilities by contractors, voluntary groups etc.
Equal opportunities	<ul style="list-style-type: none">• Commitment to equal opportunities.