



WHITEHOUSE COMMUNITY COUNCIL

Job Description and Person Specification

Job title: Whitehouse Community Clerk

Location: Work is currently from home except that you must attend Council meetings and occasional meetings with the Chair and other councillors, as required. As of April 2022, the location of this position will be based in the community Council Offices based in Whitehouse.

Hours of work: Part Time / Flexible – Attendance at Community Council Meetings is essential

Job Summary:

- To provide full Clerk service to the Members (Members) of Whitehouse Community Council (The Council)
- To be the Councils designated Responsible Financial Officer (RFO)
- To advise the Chair and Members on procedural and other matters relevant to the operation of the Council
- To liaise with other Clerks in neighbouring councils regularly to keep up to date with developments and best practice in Milton Keynes
- To maintain own professional CPD so that the Council receives up to date advice and procedures are continually updated
- To be responsible for the management of the day to day business of the Council
- Any other duties that may fall to the Clerk from time to time

Essential Duties and Responsibilities:

Management of meetings – key relationships Chair, Vice Chair and Members

- Organise the calling and holding of meetings of the Council ensuring that meetings are accessible to the public and compliant with local and Central Government guidance in respect of public health
- To take minutes of Council meetings and manage the approval of drafts for presentation to the Council
- To ensure decisions of the Council are recorded
- To arrange for the publication of approved minutes on Council notice boards and Council website
- To advise the Members on procedural matters
- To record the decisions of the Council
- To record declarations of interest made by Members

Communications – key relationships Chair, Vice Chair and IT Committee Members

- To be the point of receipt for all correspondence addressed to the Council
- To circulate correspondence as required to Members
- To write to external parties at the direction of the Chair
- To keep a correspondence log electronic and hard copy

- To work with the Chair to ensure the Council website is up to date and a source of information for residents
- As directed by the Chair to work with the portfolio holder for Information Technology to ensure the Council IT systems are secure and compliant with national legislation

Finance – Key relationships Chair, Vice Chair and Finance Committee Members

- To discharge all duties commensurate with the roll of the Councils Responsible Financial Officer
- To maintain accurate records of financial transactions in accordance with Council Policies and Procedures
- To ensure the Councils bank accounts are run in accordance with Council

Policies and Procedures

- To make regular reports to the Council regarding the cash and other assets of the council
- To report any irregularities to the Finance Sub Committee
- To complete any financial year end returns for signoff by both Finance Sub Committee and the Council

Statutory – Key relationships – statutory officers

- Ensure that Members of the Council conduct themselves in accordance with the Code of Conduct and where necessary liaise with the Chair if there are concerns regarding the conduct of Members
- Ensure that electoral probity is observed by alerting Members to the need to declare their intentions at elections
- Liaise with Auditors and other advisors appointed by the Council to ensure good governance
- To advise Members on aspects of the Code of Conduct as required
- Co-ordinate the review of Council procedures when appropriate
- To keep an accurate record of the Councils policies and procedures

Project Management – Key relationships Chair, Lead Members and external service providers

- To ensure that all services procured for the Council are obtained in accordance with the Councils policies and procedures
- To seek advice on matters such as specifications etc.
- To receive tenders and arrange for authority to proceed with works
- To act as the first point of contact with suppliers and tenderers
- To manage the delivery of contracted services and report back to the member lead before, during and after completion of works
- To keep an accurate record of any decisions made in respect of commissioning, delivering and completing works

Person Specification:

Qualifications - People wishing to apply for this position should possess the following:

- Be willing to undertake or have taken the ILCA Introduction to Local Council Administration Level 2 (E)
- Be familiar or be prepared to acquire ability to operate Google Workspace (formerly G Suite) (E).
- Familiarity with *WordPress* is required so that updating the existing parish website takes place. (not website development) (D)

Experience

A good finance background or experience of operating as a Clerk to a local authority in England and Wales (D)

Skills - The successful candidate will be able to demonstrate the following:

- An ability to organise themselves and their work to ensure that the Council operates in a transparent manner and that actions of the Council and its operations are clearly recorded and open to public scrutiny (E)
- A detailed knowledge of the Laws and Protocols surrounding the work of the Clerk in a modern forward local authority (D)
- Have good interpersonal skills as evidenced by the following:
 1. Good communication skills both in writing and verbally (E)
 2. To be able to interact with Members of the public in a friendly manner (E)
 3. To be able to issue guidance to Members in a practical and clear manner (E)
 4. To be able to network with other Clerks so that advice is not only compliant and up to date but also in line with accepted best practice (E)
 5. To build effective relations with all Members, Chair and Vice Chair (E)

Personal Attributes - The personal attributes required for this role are:

- Clear logical thinker (E)
- Able to think clearly under pressure (E)
- To be able to be consistent with advice and maintain the line of advice that is give (E)
- To be able to speak directly to Members about matters relating to council business when required without feeling intimidated (E)
- Interpersonal and dependable (E)

Key Competencies - The following competencies will be required:

- Good IT skills – able to use Microsoft Office (E)
- Able to write clearly and concisely (E)
- Be numerate (E)

Employee name (print):

Employee signature:

Date: