

## **BOSTOCK PARISH COUNCIL**

### ***VACANCY FOR CLERK TO THE COUNCIL***

Applications are invited for the position of Clerk to the Council.

Bostock is a parish within Cheshire West and Chester borough Council. A parish with just under 200 electors, which has had an active council for over 125 years. We are a rural community with farming at our heart and our village is set within a conservation area.

However, we face numerous challenges going forward.

Notably in the form of HS2, which has recently changed its path to run further within our parish boundary. Whilst a recent application from one of the parishes landowners to change the local plan, with the aim of developing land, means 2017 will be a busy year for the Council.

As such we are looking for someone who can bring enthusiasm for the role and a commitment to work towards the Councils objectives, without close day-to-day supervision.

Previous local government experience would be desirable but not essential, though a working knowledge of the Parish Council and the interface within the Borough Council would be a major advantage.

#### **Salary**

Initially this post will be contracted for 10 – 15 hours per month with an hourly rate of £8.87 per hour (SCP15). However, the hours may be subject to change depending on the needs of the Council and pay will be dependent upon experience and qualifications. Holiday pay will be in accordance with government guidelines.

Assistance is available with training and a laptop, printer, mobile phone and stationery will be provided.

#### **To Apply**

Please look at the job description below for further details on the role and visit our Parish Council website at [www.bostockparishcouncil.gov.uk](http://www.bostockparishcouncil.gov.uk).

If you feel you have the skills required please send your C.V. by email to [clerk@bostockparishcouncil.gov.uk](mailto:clerk@bostockparishcouncil.gov.uk)

Alternatively for an informal chat about the role please call Vicky Stock (Parish Clerk) on 07733146128

Closing date for applications is **Friday 24<sup>th</sup> February 2017**.

## **BOSTOCK PARISH COUNCIL**

### **Job Description**

The Clerk to the Council will be the Proper Officer of the Council and as such is under 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's Proper Officer. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the parishes activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the administration of its finances.

### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT whilst acting as the Responsible Financial Officer.
3. Preparing the Council's annual budget in conjunction with Council and ensuring that the precept is applied for and paid by the borough council.
4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council, issue notices for and prepare minutes for approval.
6. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
7. To receive correspondence and documents on behalf of the Council and 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.
8. 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 to ensure payment is received.
9. Manage the Council's website, uploading agendas and minutes from Council meetings and as appropriate posting news to be communicated to the parish via the website.
10. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
11. To act as the representative of the Council as required.
12. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.