



HOLLESLEY PARISH COUNCIL
CLERK & PROPER OFFICER (PART TIME)

JOB DESCRIPTION

JOB TITLE	Clerk & Proper Officer
HOURS OF WORK	12 hours per week by arrangement, including attendance at evening meetings
COMMENCING SALARY	NJC Scale 18-23
LOCATION	Working from home predominantly; attendance at meetings in Hollesley Village Hall in person
RESPONSIBLE TO	Chair of the Council
RESPONSIBLE FOR	The administration of all the functions of Hollesley Parish Council including those of the Proper Officer and Responsible Finance Officer
PROBATIONARY PERIOD	6 months
PERIOD OF NOTICE	13 weeks on either side

JOB PURPOSE

To act as the council's Proper Officer, fulfilling all statutory duties, and be responsible for administrating the Council's core functions and processes, and managing its assets

KEY DUTIES AND RESPONSIBILITIES

- a) To ensure all statutory requirements are fulfilled by maintaining compliant Financial Regulations, Standing Orders, and other policies, e.g. data protection, and health and safety.
- b) To act as the Council's Responsible Financial officer ensuring annual budgeting is conducted, and clean audits are produced each year. To manage the council's assets diligently, including procurement and management of contractors.
- c) To ensure that Councillors are provided with all the necessary information, i.e. legal, financial, risk assessment, required for effective decision-making and oversee implementation of the council's decisions as delegated to them, e.g. projects. However, there may be occasions when a recommendation to seek Professional (legal/financial) advice could be necessary
- d) To organise and document all full council meetings and any sub-committees or working groups to which they are invited.
- e) To manage communication to the wider community and external media.
- f) To self-develop to maintain knowledge and awareness of current legislation and regulation, and best practice as a clerk and Proper Office, enabling the role-holder to undertake other tasks as are required by the Council.
- g) The role holder is primarily accountable to the Council's chair.

This job description is effective from August 2024