



## **Baydon Parish Clerk Job Description**

A part-time job as the Clerk to Baydon Parish Council will be available from July 24 2017. The full council is 7 councillors and currently there are 6 in position.

The Clerk role is approximately 7 hours per week, including one full council meeting every 6 weeks (and extraordinary meetings as necessary).

You will work from home, and will be provided with a laptop, printer and scanner in which to carry out your duties.

### **GENERAL TASKS**

Logging all correspondence received via mail, e-mail and telephone

Writing letters, responding to mails and keeping a copy of all outgoing correspondence

Logging invoices received

Logging payments received and paying them in promptly

Billing for services provided by PC e.g. allotment rent

Preparing agendas

Preparing cheques/online payments for signing at monthly meetings and sending them to payees

Attending monthly PC meeting to take notes and produce minutes

Distributing information to chairman, councillors, the public, parish magazine and diary as necessary

Keeping PC notice board in Baydon up-to-date with agendas, minutes, and ad hoc meeting notices etc as per legal requirements plus other notices as necessary

Sending information to the Baydon website to include agenda, minutes, councillor, committee and councillor lists, meeting dates etc

Keeping PC information up-to-date (e.g. asset register, contact details etc) and paper and electronic filing systems well organised

Managing bank accounts to maximise interest (I), while ensuring enough in current account, and organising signatory changes when necessary

Managing direct debits

Installing software updates

Purchasing office supplies including paper, ink cartridges, stamps envelopes etc as required

Liaising with Electoral services when councillor vacancy arises and carrying out associated legal and administrative Processes

Providing general advice on legal procedures, powers and duties.

### **MONTHLY TASKS**

In-putting all financial transactions into accounts spreadsheet

Reconciling bank statements against accounts and producing a reconciliation report

HMRC Payment through BASIC PAYE TOOL

### **QUARTERLY TASKS**

Producing budget versus actual income and expenditure report for the year-to-date

### **ANNUAL TASKS**

Submitting VAT return to HMRC

Producing annual accounts, and submitting them to internal and external auditors

Displaying account information pre- and post-external audit on PC notice boards and website as legally required

Initiating grant applications and subsequent correspondence

Getting quotes for grass-cutting and Insurance and other services/purchases as required

Producing documentation to support annual budget planning process

Initiating reviews of Standing Orders and Risk Assessment

Culling paper and electronic filing systems, in line with legal and practical requirements

Organising annual election of chairman and vice-chairman at AGM and updating councillors and committees lists accordingly

Organising Annual Parish Assembly

Booking BYPA Hall for following year

#### **EVERY 4 YEARS**

Distribution of information regarding election

Organising signing of acceptance of office and forms and registration of interests process