

Toller Porcorum Parish Council
Job Description for Part Time Parish Clerk

Job Title:

Parish Clerk Part Time (minimum 3 hrs per week) Scale – LCNI 7 – 12 Pro – rate £20,092 - £22,183 Local Government Pension Scheme optional

Introduction:

Toller Porcorum is a village of approximately 160 households, in the heart of West Dorset, just over 10 miles north-west of Dorchester, and 8 miles north-east of Bridport. It is roughly 120 metres above sea level, nestling in the valley of the River Hooke. Toller Porcorum is also situated within the West Dorset Area of Outstanding Natural Beauty (AONB), the South Wessex Downs Environmentally Sensitive Area (ESA) and the South Wessex Downs Natural Area. Land use is almost entirely agricultural, including a few organic farms.

The Council has 7 serving Councillors. The council meets not less than 7 times a year in the evening.

Annual Precept: £5,920

Key Duties:

- To act as Parish Clerk and Responsible Financial Officer;
- To proactively assist in the development, promotion and implementation of the Council's policies, strategic plans and services.
- To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.

Main Duties and Responsibilities:

- To take responsibility for projects or activities as may be directed by the Council.
- To support elected members, committees and working groups by preparing notices and agendas for and clerking all Council meetings, ensuring accurate minutes are prepared and agreed and undertaking all necessary record keeping.
- To deal with all incoming and outgoing correspondence unless directed otherwise.

- To advise the elected members on the statutory duties placed on the Council collectively and as individuals, and to ensure that all decisions are lawful and that they are implemented.
- To manage the Council's communications and promotional activities.
- To liaise with and represent the Council within the community, other public bodies and organisations, face to face, through the website and social media.
- To manage all the financial affairs of the Council, including the preparation of the annual budget, online banking, auditing and VAT, Risk register and the monitoring of income and expenditure in accordance with the Councils Financial Regulations.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council and to achieve the status of qualified Clerk as a minimum requirement for the effectiveness of the role undertaken.
- To carry out other duties as may be required from time to time