



KINGS LANGLEY PARISH COUNCIL

Charter Court, Vicarage Lane, Kings Langley, Herts, WD4 9HR

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JOB DESCRIPTION - CLERK TO THE COUNCIL

JANUARY 2024

JOB PURPOSE:

- The purpose of this role is to be the Council's Chief Executive, Proper Legal Officer and Responsible Financial Officer, and is responsible for conducting the Council's business.
- The role involves managing the Council's staff, a small team comprising of Warden, Administrative Assistant and Cleaner.

RESPONSIBLE TO: Chairperson of Kings Langley Parish Council

TERMS OF EMPLOYMENT:

- The role is part time, 29 hours per week, working Monday to Friday with core hours between 9am and 3:30 pm, based at the Council's Offices in Vicarage Lane.
- The salary is based on the national scale point 31, £39,186 pa, at 37 hours per week, pro-rated for 29 hours to £30,713 with 25 days holiday plus bank holidays.
- It is a pensionable post.
- Attendance at evening meetings, currently two per month, for which you will produce agendas and minutes, also supporting key local events during evenings and at weekends, including the Christmas Lights, Carnival, Best Garden presentation evening and Annual Parish Meeting.
- A mobile phone will be provided for work purposes.

REQUIREMENTS

- Excellent literacy and numeracy skills.
- Good organisational skills with attention to detail.
- Experience of managing a small team, including their workplans, priorities, performance and annual leave.
- Strategic thinker.
- Good IT skills including Microsoft Office, Outlook, Word and Excel.
- Able to understand financial documents.

- Ability to prepare and manage a budget, produce monthly financial statement, year-end accounts, facilitate annual accounts audit.
- Community focused, able to develop and maintain good relationships with team, Councillors, external bodies, contractors, suppliers and the public.
- Ability to multi-task, balancing competing demands and priorities.
- Self-motivated with drive and determination.
- Undertake any training deemed necessary.
- Hold a full UK Driving Licences.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Manage, monitor and motivate Council Staff responsible to you.
- Produce Monthly Meeting Agendas and Minutes.
- Manage Financial Receipts and Payments, also the preparation of monthly reports to the Parish Council.
- Manage Accounts.
- Provide Legal Advice to the Council and Councillors.
- Manage contracts and Agreements.
- Run monthly payroll and pensions.
- Facilitate Budget preparation and Accounts Audit.
- Manage Risks and ensure there is an annual review.
- Manage Assets and revue annually.
- Manage Health and Safety matters.
- Manage Parish Council events including Annual Parish Meeting, Gardens Competition and Christmas Lights.
- Manage Projects.
- Able to review current systems and procedures and develop, implement and monitor efficiencies introduced that save time and/or money.
- To produce a monthly report of work completed and forthcoming work to the Parish Council Chairperson for each Parish Council Meeting.
- Manage and update the content of the Parish Councils website, and post Council news on Facebook.
- Represent the Parish Council at external meetings.