Bassingbourn-cum-Kneesworth Parish Council
53 High Street, Bassingbourn, SG8 5LD
www.bassingbournparishcouncil.gov.uk

Proper Officer/Clerk to the Parish Council

Job Description

Reporting to: Bassingbourn-cum-Kneesworth Parish Council
Location: Bassingbourn-cum-Kneesworth – Hybrid working. Attendance to full council parish meetings held on the second and fourth Tuesday of the month, in Bassingbourn, are required.
Weekly Contracted Hours: 20 hours with some flexibility for overtime.
Pay scale: The salary is based on the NALC national salary scale; SCP point 26 to 28 depending on qualifications and experience.

Overall Responsibilities

Bassingbourn-cum-Kneesworth is a civil parish in South Cambridgeshire with a population of approximately 3265 and capacity for 15 Councillors.
The Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, facilities and finances. You will therefore need to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with Councillors, external organisations, stakeholders and the community.
Experience in a similar role would be preferred, as would an appropriate qualification however the Council will support an applicant following appointment to study for the Certificate of Local Council Administration (CILCA) qualification. The ideal applicant would have financial and administrative experience and an understanding of local government but training in all aspects will be provided.
Salary will be based on the National Association of Local Councils pay scales commensurate with experience and qualifications.

Key Responsibilities

Governance and Administration

- Act as the Proper Officer of the Parish Council in accordance with relevant legislation.
- Advise the Council on statutory duties, legal matters, policies, and procedures.
- Prepare agendas for Council and committee meetings in consultation with the Chair.
- Attend Council and committee meetings and record accurate minutes.
- Ensure Council decisions are implemented and followed up appropriately.
- Maintain all Council records, correspondence, documents, and archives.
- Manage the Council's official correspondence and communications.
- Monitor and review Council policies and procedures to ensure they remain current and compliant.

Legal and Regulatory Compliance

- Ensure the Council operates within its legal powers and responsibilities.
- Maintain awareness of changes in legislation affecting local councils.
- Ensure compliance with the Local Government Act, Freedom of Information legislation, Data Protection regulations, and other relevant statutory requirements.
- Manage the Council's risk management processes and insurance arrangements.
- Administer the Council's code of conduct and governance framework.

Financial Management

- Act as the Responsible Financial Officer (where appointed).
- Prepare and manage the Council's budget and financial forecasts.
- Monitor income and expenditure and report regularly to councillors.
- Authorise and process payments in accordance with the Council's financial regulations.
- Prepare financial reports, accounts, and supporting documentation.
- Manage payroll, pensions, and HMRC requirements where applicable.
- Coordinate internal and external audits and ensure compliance with audit requirements.
- Prepare and submit annual returns and statutory financial documentation.

Meetings and Democratic Processes

- Organise and administer Council, committee, and annual parish meetings.
- Ensure meetings are conducted in accordance with legal and procedural requirements.
- Publish agendas, minutes, notices, and statutory documents within required timescales.
- Provide procedural advice to councillors before and during meetings.
- Support councillors in carrying out their duties and responsibilities.

Community Engagement and Communication

- Act as the primary point of contact for residents, community groups, local authorities, and external organisations.
- Respond to public enquiries and correspondence in a professional and timely manner.
- Maintain the Council's website and public information channels.
- Promote community engagement and support consultation activities.
- Manage public relations and communications on behalf of the Council.

Project and Service Management

- Oversee the delivery of Council projects and initiatives.
- Manage contracts, procurement processes, and service agreements.
- Liaise with contractors, consultants, and service providers.
- Monitor and report on project progress, outcomes, and budgets.
- Support grant applications and management of external funding opportunities.

Asset and Facilities Management

- Maintain records of Council assets, land, buildings, and equipment.
- Coordinate inspections, maintenance, repairs, and statutory checks.
- Ensure Council facilities are managed safely and effectively.
- Support long-term asset management and development planning.

Strategic Support

- Assist the Council in developing and delivering strategic objectives.
- Research issues and prepare reports and recommendations for councillors.
- Identify funding opportunities, partnerships, and best practice initiatives.
- Support neighbourhood planning and local development matters where applicable.

Staff Management

- Line manage Council employees and contractors as directed by the Council.
- Oversee recruitment, induction, training, and performance management processes.
- Maintain employment records and ensure compliance with employment legislation.
- Provide support and guidance to staff on operational matters.

General Duties

- Work flexibly to meet the needs of the Council, including attendance at evening meetings.
- Maintain confidentiality and professionalism at all times.
- Undertake continuing professional development and training relevant to the role.
- Carry out any other duties commensurate with the position as directed by the Council.