

East Dean & Friston Parish Council

Job & Person Specification – February 2025

The Clerk to East Dean and Friston Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and, in particular, to serve or issue all notifications required by law of a Local Authority's Proper Officer.

The Clerk will be responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out. The person appointed will be accountable to the Council for effective management of its resources and will report to them as and when required. The Clerk will be responsible for the financial records of the Council and the administration of its finances.

This post requires:

- Excellent administrative and organisational skills
- Experience of financial record keeping / book keeping
- Good IT skills
- Sound written and verbal communication skills online, on the telephone and face to face

Specific Responsibilities:

To attend meetings of the Council, normally held on the evening of the first Thursday of every month, plus additional meetings when and as required.

1. To take notes at these meetings, draft minutes and prepare them for distribution to all members of the Council and others.
2. To conduct all the Council's correspondence with residents, local authorities and others.
3. To keep the Council's accounts, prepare cheques for signature, present accounts for audit at the end of each financial year and prepare estimates of future expenditure as appropriate.
4. To arrange for the annual inspection of the Council's playground and equipment.
5. To ensure the legal, statutory, codes and other provisions governing or affecting the running of the Parish Council are observed.
6. To conduct all necessary correspondence and liaison with those engaged to carry out maintenance and other work on behalf of the Parish Council except where the Council arranges for a member to be a project manager.
7. To prepare an annual programme of meetings and book venues as required.
8. To deal with all matters related to the Council's insurances as and when appropriate and to ensure that the Parish Council's obligations to insure are met.
9. To keep and properly maintain the Council's records and files.

10. To report to Council meetings on all matters currently being dealt with.
11. To prepare and distribute agendas for the Council and committee meetings together with supporting documents.
12. To set up, attend and prepare minutes for the SLR meeting held every six months with ESCC Highways and other interested parties.
13. To attend additional meetings when required to act as a representative of the Parish Council.
14. To prepare the Annual Village Report and ensure all interested parties are aware of and able to attend the Annual Village meeting.
15. To perform any other duties directly related to the work of the Parish Council
16. To attend training courses when appropriate.