



HOLY ISLAND PARISH COUNCIL

Windsor Cottage, 3 Lewin's Lane, Holy Island, Berwick-upon-Tweed, Northumberland TD15 2SB
Clerk: John A Bevan Tel: (01289) 389359 Email: holyipc@btinternet.com

Clerk's Job Description.

The Clerk is a paid employee of the Council and has to:

Ensure that statutory and other provisions governing or affecting the running of the Council are observed.

Monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

Ensure Council's responsibilities for Risk Assessment are properly met.

Prepare, in consultation with the councillors, agendas for Council meetings, attend such meetings and prepare minutes for approval.

Receive and deal with or distribute correspondence received and respond in accordance with council instructions or agreed policy.

Receive and report on invoices received and to ensure that payment is made where approved.

Act as the representative of the council as required, including communication with other Parish Councils and departments within Northumberland County Council.

Time commitment: 15-20 hours per month

Pay scale: £12.63 per hour