

CLERK ROLE DESCRIPTOR

Therfield Heath is an area of Common Land and most of it is a Local Nature Reserve and a Site of Special Scientific Interest. It is owned by the Therfield Regulation Trust, which is a registered charity. It is managed by the Conservators of Therfield Heath and Greens.

We seek to appoint a Clerk, who will take responsibility for effective administration and accounting, and advise on matters of governance and procedure. They may also provide assistance on various projects within the organisation.

Hours: approx. 15 hours per week, flexible

Location: Working from home

Salary: £12,000 per year (gross)

Expenses: Internet and phone allowance: £26 per month plus other office items

Equipment: Laptop, printer and laminator will be provided

Description of Responsibilities

- Act as first point of contact from the public and 3rd parties face to face, via email, telephone and mail
- Provide administrative assistance to the Conservators, preparing correspondence as required
- Attend monthly internal meetings and quarterly external meetings of the Conservators, prepare agendas, take minutes, perform follow up activities and monitor actions working with the Chair
- Manage and update the website and social media
- Manage contractors, Natural England consents, Commons consents etc.
- Manage event and permit applications
- Operate accounting system including preparation of financial payments, banking accounts receivable, invoicing, operation of VAT, operation of PAYE
- Maintain accurate financial records including revenue and expenses and the preparation of monthly accounts and forecasts
- Assist external accountants and Conservators in preparation of annual accounts
- Manage all information maintaining files and records so they remain up to date and easily accessible. Implement and comply with Document retention Policy and ensure online information is regularly and effectively backed up.
- Perform other duties as assigned

Knowledge, skills and experience

- Excellent interpersonal, communication and organisational skills
- Proven ability to work independently, establish priorities, and meet deadlines
- Ability to think critically, suggest changes and continuous improvement to processes to enhance organisational effectiveness
- Ability to interact confidently and effectively with colleagues, and external contacts (e.g. accountant, contracted Legal teams) as well as the public
- Excellent communication skills, comfortable working with a wide variety of audiences and stakeholders
- Good working knowledge of common software programs including Microsoft Office, PowerPoint, Excel and Word and ideally maintenance of webpages using Wordpress
- Basic finance and bookkeeping knowledge
- Familiarity or experience working in a not-for-profit environment

Desirable:

- Understanding of Common Land Law & Heath and Greens History
- Interest in conservation and ecology

Applicants should send a CV and covering letter, together with details of 2 professional referees .

Closing Date: Monday 17th August Noon.

Interviews will be held week commencing 24th August at a mutually convenient location, or via Zoom if preferred.