

## 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 with occasional visits to Therfield Heath and Greens (e.g. for putting up a notice or attending an onsite meeting), and meeting rooms and venues used for Conservator and other meetings

Salary: £13,000 per year (gross)

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

Equipment: Computer, monitor, webcam and headset will be provided

### ***Description of Responsibilities***

- Act as first point of contact from the public and other parties face to face, via email, telephone and mail within working hours including handling requests for information
- Provide administrative assistance to the Conservators, including preparing correspondence as required and forwarding on emails and other information.
- 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.
- Bookkeeping, banking, invoicing, payroll and financial management using Xero, Government Gateway, online banking, Excel etc. (Xero is an effective accounting system which has been in use since 2019 and is configured to make bookkeeping, VAT, payroll and financial reporting relatively simple.)
- Working with Conservators to create budgets and produce financial reports for internal use and for the external examiner (auditors).
- Manage all information maintaining paper and electronic 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.
- Manage and update the website (Wordpress) and social media.
- Working with Conservators lead on Natural England consents, Commons consents etc. [Advice and assistance will be provided to assist you understand the consent process.]
- Working with the Head of Conservation offer support as needed to assist manage contractors and manage event and permit applications.

- Working with the Chair and Conservators offer support as needed to maintain accurate financial records including revenue and expenses and the preparation of monthly/yearly accounts and forecasts.
- Working with the Chair and Conservators offer support as needed to assist external accountants and Conservators in preparation of annual accounts
- 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: Wednesday 8<sup>th</sup> August at 5pm.

Interviews will be held week commencing 8<sup>th</sup> August at a mutually convenient location, or via Zoom if preferred.