

JOB DESCRIPTION

Job Title: Executive Officer

Reports to: Connétable

Job Purpose: To provide administrative, financial and technical management of all services to the Parish of Grouville including the output of the Parish administration and manual teams.

Level of Role: Equivalent to States of Jersey Civil Service payscale grade XX: Range: £XX,000 - £xx,XXX

.....
This is a working document which is subject to amendments and additions as the demands and responsibilities on the Parish evolve. It should be reviewed with the Connétable and updated at least every 12 months to keep it current.

Main Duties:

Financial

- To manage and sign off all financial matters relating to Parish affairs.
- To prepare Parish financial statements in accordance with regulations, to select accounting policies and apply them consistently.
- To make judgements and estimates that are reasonable and prudent in the best interests of the Parish.
- To maintain up to date accounts that provide reasonable accuracy on the financial position of the Parish throughout the year.
- To safeguard the assets of the Parish and take reasonable steps for the prevention and detection of fraud, error and non-compliance with regulations.
- To prepare annual estimates of income and expenditure in consultation with appropriate officials for presentation by the Connétable to the Parish Assembly.
- On Assembly approval of these budgets, to control subsequent receipt and expenditure of funds.
- To run and maintain up to date computerised accounting systems, supervising others as required
- To issue instructions for bank transfers, standing orders, direct debits and online banking.
- Maintain accounts within budget and report any concerns to the Connétable immediately.
- Maintain accurate excel budget records and produce annual statements of accounts for the Connétable and Procureurs du Bien Public as required.

Management

- To oversee the supervision of all Parish staff on a day to day basis including monitoring output and performance, absence and workloads to ensure the team work well in harmony;
- To oversee the payroll system for salaries, wages, deductions, social security and pension contributions and income tax or sickness benefits as required.
- To maintain up to date personal information on staff including next of kin, contact details and any key medical information for health and safety purposes.
- To lead the recruitment process for new members of staff on behalf of the Connétable by drafting new documentation, interviewing and arranging the appointment of staff;

Administration

- To provide administrative services to the Parish of Grouville as directed by the Constable and Procureurs du Bien Public;
- To draft meeting agendas and take minutes at a variety of parochial meetings including, Honorary Police and Roads Committee; Connétables Quarterly meetings, Parish Secretaries monthly meetings, Parish and electoral Assemblies and attendance at the Royal Court as necessary;
- To prepare agendas, Gazette and Church Box Notices;
- To take minutes, circulate and ensure all decisions are actioned and fully implemented to report back;
- To direct and manage the manual team regarding matters in respect of all Parish roads and maintenance including; Health and Safety requirements, annual road work programme, machinery upkeep, expenses and budgets;
- To work with the Connétable and Assistant Parish Secretary in responding to queries or complaints received in the office whether in person or by telephone, email or other correspondence;
- To deal with public lighting contracts, planning applications and drafting Parish bye-laws and Parish Assembly and Roads Committee Acts;
- To deal with licensing law applications and registration of Managers;
- To organise the Visite Royale as necessary;
- To manage and deliver statutory compliance with all GDPR, Freedom of Information laws, Health and Safety policies, recycling, waste management or other areas as delegated by the Constable.

Parish Property and Motor Fleet

- To produce and manage the implementation of a rolling plan for repairs and maintenance of by-roads including street lighting and street furniture;
- To liaise and manage budgets and service levels from service companies as required;
- To provide a maintenance programme for all Parish Property, the insurance and leases where necessary including the Parish Church and Rectory;
- To oversee the Parish machinery and vehicles ensuring adequate insurance for existing vehicles/machines and funds are budgeted for with respect to new vehicles as necessary.

Electoral

- To organise all elections both public and parochial including drafting Church Box Notices, and official Gazette Notices;
- To liaise with the manual staff in setting up polling stations as required;
- To arrange nomination meetings, electoral assemblies, prepare correct forms, arrange "hustings" meetings
- To attend Election polling stations as required and assist with all aspects of Elections on the day including liaison with Jurats, arranging printing of ballot books, co-ordinating Honorary Police, organise refreshments and the smooth running of the day;
- To ensure compliance with all aspects of Public Election (Jersey) law 2002.
- To be responsible for all correspondence as necessary in respect of all elections.

Licenses, permits and functions

- To oversee issuing of permits by other members of staff (Sunday trading, driving licences, etc)

- To manage and co-ordinate an interview with the Connétable to carry out CRO check and report findings to the Attorney General
- To organise social functions for the Parish e.g. Vin d'Honneur's, Senior Citizens Tea Party etc
- To help and support with any other duties as assigned by the Connétable.

JOB SPECIFICATION

Qualifications and Ability:

- **Experience of supervising a team** to deliver services and administration within budget to the general public or to a range of clients;
- **Experience in dealing with a range of personalities** and management styles and a proven ability to manage upwards to establish trust and confidence with those who are less hands on and require updates and clear progress reports.
- **Proven project management and administration experience** to run multiple areas of responsibility to deliver outcomes to deadline and to lead, support and encourage the team towards overall team output;
- **Proven accounting ability and experience** is essential and an accounting qualification is desirable to demonstrate booking keeping, profit and loss and budget management expertise;
- **Experience in setting up processes and systems** to meet regulations and standards;
- **Strong customer service skills** to support the team as well as deliver a calm and reassured response to Parishioners and to resolve issues or disputes in the best interests of the Parish
- **Experience chairing meetings** to encourage consensus, taking minutes and implementing actions to ensure steady progress;
- **Experience of being the funnel for a wide range of enquiries** and simultaneous projects which require higher level sign off;
- **Experience of the Parish system** of administration and the Honorary system is not essential but would be a significant advantage.

JOB PRACTICALITIES

Hours of work	35 hours per week over Monday to Friday 8.00 am to 4.00 pm minimum with an unpaid break for lunch.
Flexibility	Due to the seniority of the role a level of evening work and weekend availability will be expected within the core hours, to attend committee meetings, Parish events, to host social Parish gatherings and represent the Parish at Island-wide occasions.
Pension scheme	The role includes membership of the States of Jersey Public Employees Retirement Scheme.

A record of a discussion of this job description will be signed and held on file as a reminder to review the details within twelve months. The flexibility of this outline is key to the successful delivery of the Parish services.