



Role Description

Role	Parish Secretary
Reporting to	The Constables
Key Relationships	<p>Internal (within the Douzaine)</p> <ul style="list-style-type: none"> • The Constables' • The Douzaine • The St Saviour's Community Centre <p>External (outside the Douzaine)</p> <ul style="list-style-type: none"> • States of Guernsey (relevant departments) • Parish Advocate • Contractors (e.g., Refuse)
Description of role and key responsibilities	<p>Role Definition</p> <ul style="list-style-type: none"> • To provide support to the Constables' and Douzaine as required and to act as adviser in aspects of administration. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Arrange Constables' Diary – (advise them of meeting dates) • Arrange <ul style="list-style-type: none"> ○ Parish Meetings* ○ Douzaine Meetings* ○ Sub-Committee Meetings* ○ Ad-hoc Meetings* ○ Annual Parish Elections* <p>*Includes booking of rooms and preparing room prior to meeting</p> <ul style="list-style-type: none"> • Ensure that all legally required notices are published in 'La Gazette.' • Attending all meetings, and taking (and typing up) minutes • Dealing with all correspondence (paper and electronic) and

	<p>preparing responses where necessary</p> <ul style="list-style-type: none"> • Attending to personal callers at the Constables' Office • Dealing with all telephone enquiries • Update as necessary the www.stsaviours.gg website and social media. • Administer all records concerning Moorings in Perelle Bay • Ensure that all financial matters are attended to, this includes (but is not limited to); - <ul style="list-style-type: none"> ○ Ensure that Bank mandate forms are prepared for newly elected Constables. ○ Payment of accounts due ○ Receiving payments due to the Constables ○ Preparing the annual accounts for scrutiny by the appointed accountants ○ Keeping regular electronic records of all bank accounts on the current accounting package. ○ Monthly reconciliation of all bank accounts • Annual Parish Rates; - <ul style="list-style-type: none"> ○ Liaising with the Constables to prepare the annual budget. ○ Prepare notice(s) for 'La Gazette' to give notice of parish meeting. ○ If rates are agreed by parish meeting, consult parish lawyers and arrange for an application to be made to the Court. ○ Processing the annual parish rates accounts (to include printing and posting out). ○ Ensuring that certain annual rates accounts are emailed (if a request to do so has been received) ○ Liaising with Constables reference 'bad debts' and preparing Court papers. • Parochial Elections <ul style="list-style-type: none"> ○ Prepare notice(s) for 'La Gazette' to give notice of
--	---

	<p style="text-align: center;">parish meeting.</p> <ul style="list-style-type: none"> • Liquor Licenses – processing applications and preparing reports for The Royal Court • Ensure that the appropriate flag (Parish, Guernsey or Union) is flown on the flagpole at the St Saviour’s Community Centre • Maintain stocks of recycling items
<p>Core Skills and Knowledge</p>	<p>Core Skills</p> <ul style="list-style-type: none"> • Good administrative skills • Knowledge of Microsoft Outlook, Word and Excel • Lapis (Parish rates system) • Xero/Quickbooks • DigiMap • Confident letter writing • Good communicator • Strong attention to detail <p>Knowledge</p> <ul style="list-style-type: none"> • Develop knowledge in Parish matters and the workings of the Constables’ office and the Douzaine