



# The Worshipful Company of Basketmakers

## Clerk – Job Specification

- Job Title :** Clerk to the Worshipful Company of Basketmakers.
- Role of the Job:** The Clerk is the equivalent of a Chief Operating Officer.
- Job engagement :** This is a full time employment.

**Place of work :** The office of the Clerk will be based at the Clerk's home. It is a requirement of the job that for the duration of this employment the Clerk will live, and have the Company's home-based office, within London or the Home Counties. The job involves attending a wide number of functions either accompanying the Prime Warden, or other members, or attending some events on their own. The majority of those events are in London.

**Overtime and expenses :** No overtime is paid. Undertaking the role involves some evening and weekend work e.g. attending Court meetings, dinners, and the Lord Mayor's Show. Reasonably incurred expenses which have been authorised prior to being incurred will be reimbursed.

**Line manager :** The Clerk's line manager is the Prime Warden. Each Prime Warden is in post for one year, therefore the line manager changes yearly. The Clerk reports to the Prime Warden, the Upper and Under Wardens and the Court of Assistants.

**Annual appraisal :** This is undertaken with an in-person meeting with the Clerk by the Prime Warden and the Chairperson of the Nominations and Appointments Committee. It is intended to be a two way dialogue and not just an evaluation of the way in which the role of Clerk is being undertaken.

### **Key responsibilities:**

- Administration.
- Day to day financial management operating within a budget approved by the Court.
- Ensuring compliance with the Law, the Company's Royal Charters, bye-laws, manual, policy decisions and committees' terms of reference.
- Ceremonial duties.
- Organising events including banqueting and large functions.
- Liaising with Members of the Company.
- Keeping in contact with a wide variety of external links – e.g. the Fellowship of Clerks, other livery companies, the City of London.
- Be an active ambassador for the Company and its interests and always to uphold the excellent reputation of the Company.

## **Administration and financial management:**

- This includes ensuring the smooth and efficient running of the office functions.
- Keeping up to date and accurate records.
- Managing the Prime Warden's diary of engagements.
- Correspondence, emails, and letters.
- Keeping accurate and up to date membership records and handling membership applications and resignations.
- Ensuring the prompt and clear preparation of agendas and minutes for the Company's formal meetings.
- Sending out Quarterage demands (which is the annual membership fee) and ensuring prompt payment by the members and keeping the Prime Warden, and the Chairperson of the Finance Committee, closely informed about any defaulters.
- Ensuring that invoices which are properly payable are paid promptly.
- Ensuring that clear and accurate records of all the Company's area of activity are kept and preserved and liaising with the Company Archivist.
- Ensuring that the Company's website is kept up to date on a weekly basis. The Clerk will be the main website administrator.
- Producing statistics and financial information for the Prime Warden, Committee chairpersons and Court.
- Assist the Finance Committee in the preparation of the annual budget and in the preparation of the annual accounts.
- Ensure that all financial records are completely up to date and accurate and to be familiar with the accounting system software.
- Ensure proper and accurate maintenance of the Company's bank accounts and the mandates and signatures in relation to such accounts.
- Prepare a quarterly Clerk's Newsletter.
- Prepare an Annual Report and oversee the preparation of the Company Member's Handbook.
- Liaise with the City Corporation on the content of the City Livery Electoral Roll and the publishers of the Livery Company database.
- Update members on civic, livery, and trade matters.
- Ensure an ongoing review, in conjunction with the Company Archivist, as to the effectiveness of any digital storage of Company's records given the rapid changes in technology and the resulting obsolescence of technological hardware which might prevent retrieval (and therefore the loss) of digitally stored data. In any event, a review is to be formally undertaken, and recorded in a non-digital format, every five years.

## **Compliance**

- Work closely with the Company's Honorary Compliance Officer (currently Graham Lewinstein) to ensure compliance with the Company's Royal Charters, Bye Laws, Manual and policy decisions of the Court, and, separately from the duties of the Honorary Compliance Officer, all legal requirements.
- Arranging meetings and the taking of minutes of the Court and committee and, if appointed from time to time, working party meetings and the prompt distribution of those minutes after the meetings.
- Arranging insurance as directed.
- Advising the Prime Warden and Court on procedural matters
- Ensure compliance with discrimination and diversity legislation and work closely with a person appointed by the Court for this purpose.

## **Ceremonial**

- Accompany the Prime Warden and/or other nominated member of the Court at various locations, which will mainly be in London, including attending dinners, lectures and other events.
- Organise and supervise the Company's formal ceremonies including the admission ceremonies to Freedom and Livery.
- Organise the participation of the Company in the Lord Mayor's Show.

## **Events**

- Planning, organising and executing a wide range of events and to ensure that each event does not operate at a financial loss.
- Arrange for the booking of venues and speakers as directed.
- Attend all Company events to ensure smooth running.

## **Members, public and external organisations**

- Be the first and main contact with the members, prospective members, the public, the media and other external organisations.
- Liaise with any external accountant and/or bookkeeper who is engaged on Company business.
- Encourage Freemen of the Company to become Liverymen.
- Liaise with the Company's Trade Advisor, with Yeoman Members, and with the Basketmakers' Association.
- Ensure that up to date photographs of the Prime Warden and Consort are sent to Livery Pictures and the Livery Companies Database is kept up to date.
- Liaise with the Company Beadle and the Company's Stewards and the Chief Steward.

## **Assets**

- Ensure the safe provision, maintenance and insurance (as directed) of the silverware, basketware, gowns, bonnets and other ceremonial items and regalia owned by the Company.

## **Other Duties**

- Any other reasonable duties that the Court might deem necessary for the smooth operation of the Company.