**CLERK TO THE PARISH COUNCIL AND**

**RESPONSIBLE FINANCIAL OFFICER**

**PART TIME – 10 HOURS PER WEEK**

Stalmine-with-Staynall Parish Council is seeking to appoint a Clerk and Responsible Financial Officer.

Hours of work will be flexible and subject to workload and the parish council meetings’ schedule.

Ideally, applicants will have prior experience as a Parish Council Clerk. The successful applicant must be a first-class administrator with excellent communication and financial skills.

The Clerk will be required to:

* Ensure that statutory and other provisions affecting the running of the parish council are observed and obligations for risk assessment are properly met.
* Prepare the agendas, attend all formal meetings of the parish council and the Annual Parish Meeting of Stalmine-with-Staynall and prepare the minutes thereof.
* Attend all meetings and conferences as may be necessary for the proper discharge of duties.
* Receive correspondence on behalf of the parish council and deal with the items or bring them to the attention of the parish council promptly.
* Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents of or concerning the parish council or its staff.
* Keep all financial records of the parish council, make payments of invoices, wages, VAT and PAYE, monitor and balance the parish council’s accounts and prepare records for audit purposes.
* Update the parish council’s website and notice boards, as required.
* Act as the representative of the parish council, as required.

Salary up to National Joint Council band 18, to be discussed at interview and will depend on experience.

Applications to be made using the application form. The closing date for receipt of applications is **Friday 10 December 2021** with interviews to be held end on **Tuesday 21 December 2021** (subject to covid restrictions) with employment commencing **Monday 17 January 2022.**

For further information and an application form, please contact:

the Chair, Cllr Terry Williams on 01253 702734 or the [clerk@stalmineparishcouncil.org](mailto:clerk@stalmineparishcouncil.org) or visit the website stalmineparishcouncil.org to download details.

# JOB DESCRIPTION FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER

## OVERALL RESPONSIBILITIES

The Clerk to the Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority’s Proper Officer. The Clerk will be the Responsible Financial Officer, responsible for all financial records of the Council and the careful administration of its finances.

## SPECIFIC RESPONSIBILITIES

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council’s accounts and prepare records for audit purposes and VAT.
3. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met, including wages and VAT. To issue invoices on behalf of the Council for goods and services and to ensure payment is received. To keep all financial records of the Council.
4. To prepare, in consultation with the appropriate members, the agendas for meetings of the Council and its Committees.
5. To attend all meetings of the Council and its Committees and prepare minutes for approval.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or to bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To study reports and other data on activities of the Council and on matters bearing on these activities. Where appropriate, to discuss matters with specialists and to produce reports for circulation and discussion by the Council.
8. To draw up, both on his/her own initiative and as a result of suggestion by members, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To ensure that the Council’s obligations for Risk Assessment are properly met.
11. To update the parish council website and parish notice boards, as required. To carry out weekly checks on the council’s woodland.
12. To keep safely and conveniently in secure but accessible custody, all deeds, plans, records, letters, writings and other documents of or concerning the Council or its staff.
13. To act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Annual Parish Meeting and to implement decisions made at the meeting that are agreed by the Council.
15. To attend training courses or seminars on the work and role of the Clerk.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for the effectiveness in the position of Clerk to the Parish Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the Council. Suggested is membership of your professional body The Society of Local Council Clerks.

18. To attend the conference of the National Association of Local Councils, Society of Local Council Clerk’s and other relevant bodies.

**PERSON SPECIFICATION: CLERK TO STALMINE-WITH-STAYNALL PARISH COUNCIL / RESPONSIBLE FINANCIAL OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **Useful** |
| Good general standard of education. | x |  |  |
| Possess the Certificate in Local Council Administration (CiLCA) or be willing to attain iit.. | x |  |  |
| Be prepared to undertake additional training as necessary. | x |  |  |
| Be able to meet the statutory requirements of the Council in issuing notices of meetings, agendas, Minutes and correspondence | x |  |  |
| **Experience** | **Essential** | **Desirable** | **Useful** |
| Similar experience in an administrative role | x |  |  |
| Experience of Local government structure and processes |  | x |  |
| **Knowledge/Skills/Abilities/Qualities and Attributes** | **Essential** | **Desirable** | **Useful** |
| Possess good command of English language, write clearly & concisely, speak clearly and effectively. | x |  |  |
| Excellent organisation skills - achieve and maintain varying strict deadlines and prioritise workloads. |  | x |  |
| Plan and work efficiently under pressure. |  | x |  |
| Be capable of exercising tact, diplomacy, discretion and assertiveness, with Councillors, members of the public and representatives of outside agencies. | x |  |  |
| Be adaptable and able to respond to changing demands and circumstances. |  | x |  |
| Be willing to work during the evening and some unsocial hours (as the Parish Council meets during the evening). | x |  |  |
| Take part in the delivery of events, attend evening/weekend meetings/conferences at District and County offices and be flexible to work additional hours to cover this. |  | x |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work effectively in a team and be able to relate well to colleagues. |  | x |  |
| Contribute to the aims and objectives of the Council. |  | x |  |
| Working knowledge of Local Government financial matters, a sound working knowledge of local government law, procedures, functions and structures. |  | x |  |
| Have knowledge of financial management, procedures and controls and have the ability to prepare budgets and ongoing control of them. |  | x |  |
| Ability to undertake risk assessments |  | x |  |
| Undertake research effectively and initiate debate on policy matters. |  |  | x |
| Working knowledge of current IT and computer systems (such as Microsoft Word and Excel). Experience in research, using search engines and the internet. | x |  |  |
| Own Transport |  | x |  |
| Knowledge or experience in updating a web site and producing a newsletter. |  | x |  |
| Ability to project positive image of Parish Council and local community. | x |  |  |
| Project management skills. |  |  | x |

# Application form

**Clerk to the Parish Council / Responsible Financial Officer**

**Personal details**

|  |  |
| --- | --- |
| Surname |  |
| Other names |  |
| Address  (including postcode) |  |
| Telephone |  |
| Email address |  |

**Education and training**

|  |  |
| --- | --- |
| Details of education and training |  |
| Details and results of any examination |  |

|  |  |
| --- | --- |
| Further education  (e.g. technical college, evening classes) |  |
| Any craft or other training |  |

**Employment history**

|  |  |
| --- | --- |
|  | Please tell us details of your current or most recent position. |
| Job Title |  |
| Dates |  |
| Employer name |  |
| Address  (including postcode) |  |
| Duties |  |

Please tell us about other positions you have held and about the skills you used and/or learned in those positions.

**Other information**

Please tell us why you applied for this position and why you think you are suited, with reference to the person specification.

**References**

|  |  |
| --- | --- |
| Please be assured that no approach will be made to your referees before an offer of employment is accepted. Your first referee will be your current or most recent employer. Please supply contact details for a second referee. | |
| Name |  |
| Address  (including postcode) |  |

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

Signature .................................................................................... Date ……………………………………

*Once completed, please return the application form to Stalmine-with-Staynall Parish Council:*

* *By post to Alison May, 98 Pilling Lane, Preesall, Poulton le Fylde, FY6 0HG*
* *By email to* [*clerk@stalmineparishcouncil.org*](mailto:clerk@stalmineparishcouncil.org)