



Clipstone Parish Council

Are you our new Clerk/Responsible Finance Officer?



About the Role

Clipstone Parish Council is looking to appoint a Parish Clerk & RFO with the drive, determination and organisational skills to manage a varied workload. In addition to managing the day-to-day work of the Parish Council and its staff team, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial & administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations. You will be familiar with managing facilities and assets.

You will be able to manage change, be it literate, flexible and adaptable whilst paying attention to detail.

You will be the council's Proper Officer and Responsible Financial Officer as defined in Law.

You must be available to work several evenings per month and the occasional weekend.

Home working for part of the contracted hours negotiable provided that daily office cover is provided.

Job Description

Hours of Work

This is a part-time role averaging at 24 hours per week. Whilst the Council is involved in the delivery of a major project weekly hours have temporarily been increased to 30.

We will agree the detailed core working hours with the successful candidate..

Salary

The role is graded as on the National Joint Council pay scale and starts at SCP23 subject to qualifications . The annual full time equivalent pay is £27,741, pro rata for actual hours.

Pension

You will have opportunity to join the Clipstone Parish Council pension scheme (SmartPension).

Holidays

You will receive 22 days annual leave plus 8 bank and public holidays (pro-rata).

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| Title: | Clerk to the Council/Responsible Finance Officer |
| Reports to: | Clipstone Parish Council |
| Location: | Clipstone - based at the Village Hall and any other Clipstone Parish Council managed buildings. |
| Salary: | £17,994 p.a. for 24/37 hour week (plus £4,499 for six additional hours whilst delivering the project) |

Duties:

Overall Responsibilities

The Clerk to the 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. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and the management of its resources; in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Clerk shall be the head of paid services and ensure that the Council's responsibilities as an employer are being met.

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 records for audit and tax purposes.
3. To ensure that the Council's obligations for Health & Safety are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, including the Annual Parish meeting.

5. To attend all meetings of the Council and meetings of its committees and sub-committees, other than where such duties have been delegated to another member of staff.
6. To receive, respond and issue correspondence and documents on behalf of the Council in accordance with instructions or the policy of the Council.
7. To receive and report on invoices for goods and services and ensure payment terms are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To produce reports, drawing upon external advice where necessary, for consideration by the Council.
9. To supervise and manage members of staff in keeping with the policies of the Council and to ensure compliance with legislation and best practice; undertaking all necessary activities in connection with the management of salaries, conditions of employment, safe working practices and development of their roles.
10. To manage all matters in relation to the cemetery including liaison with funeral directors and relevant others in arrangement of burials. Keep accurate records and registers to ensure compliance with legislation in relation to burial of the dead.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To be responsible in conjunction with the Council for the overall management & protection of the Council's buildings & assets.
13. To act as the representative of the Council as required.
14. To attend training courses, seminars or conferences as required by the Council and to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
15. To undertake any other responsibilities which may from time to time be deemed necessary by the Parish Council to be essential in ensuring that any future plans of the council and its development within the community are met.

Person Specification

The specification below is how we work out if you are the right person for the job and is used to determine if you will get an interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training detailed in the Education and Training section if you do not have it. These criteria are assessed through the application form and at interview.

Criterion

Essential Requirements

Desirable Requirements

| <i>Requirement</i> | Essential | Desirable |
|--|--|---|
| <i>Qualifications /Education /Training</i> | <ul style="list-style-type: none"> ▪ Good standard of literacy and numeracy (GCSE grade 6 in Maths and English or equivalent) • Must undertake all necessary training | <ul style="list-style-type: none"> ▪ Bookkeeping or accounting qualification CiLCA qualification |
| <i>Experience</i> | <ul style="list-style-type: none"> ▪ Office Administration ▪ Bookkeeping, accounting or payroll experience ▪ Experience of working in Local Government ▪ Minute taking ▪ Facilities management Management and Leadership of teams and facilities | <ul style="list-style-type: none"> ▪ Clerk or Councillor of Parish Council ▪ Working with Committees ▪ Supervisory experience ▪ Event management ▪ Conflict resolution |
| <i>Knowledge</i> | <ul style="list-style-type: none"> ▪ Knowledge of Local Government sector, and regulations/guidance as they relate to Parish Councils • Knowledge of Health and Safety legislation and HR procedures | <ul style="list-style-type: none"> ▪ Knowledge of Employment Law |
| <i>Skills and Competencies</i> | <ul style="list-style-type: none"> ▪ Computer skills (competent in use of emails, MS Office and other computer software) ▪ Letter and report writing skills <p>Good communication and customer care skills to promote work of Parish Council in a positive way</p> | <ul style="list-style-type: none"> ▪ Confident of speaking in public WordPress website building |
| <i>Personal Attributes</i> | <ul style="list-style-type: none"> ▪ Ability to manage time effectively to ensure work of Council is carried out in a timely fashion ▪ Mature and confident to work alone and with minimal supervision ▪ Adaptable to changing circumstances | <ul style="list-style-type: none"> ▪ Ability to work on own initiative ▪ Stay calm under pressure |
| <i>Other</i> | <ul style="list-style-type: none"> ▪ Must be able to attend evening Council meetings, and possibly some weekends ▪ Ability to inspect the Council's land and buildings ▪ Commitment to complete CiLCA qualification within 18 months of commencing duties | <ul style="list-style-type: none"> ▪ Possess a valid Driving Licence ▪ |

Ready to apply?

Excellent, we're glad you want to apply and we want to make it as simple as possible. All you need to do is download the application form from the website below, fill it in and e-mail it to:

clerk@clipstoneparishcouncil.org

Alternatively, you can submit a paper copy by posting it to:

Clipstone Parish Clerk
The Village Hall
Church Road
Clipstone Village
Mansfield
Notts
NG21 9DF

Please do note that the Council will only consider CVs if accompanied by a completed application form.

The deadline for applications is Sunday, 19 September 2021.

Interviews will be in the second half of September.

To download the application form please visit:

<https://clipstoneparishcouncil.org/> where you can also complete an online version.