

Necton Parish Council

Parish Clerk & RFO Application Pack

February 2018

About Necton Parish Council

The first tier of local government, Necton Parish Council plays a vital role in representing the interests of the community and improving the quality of life and local environment. Planning, highways, transport and traffic, community safety, housing, street lighting, allotments, litter, seats and shelters and rights of ways are some of the issues that concern this Parish Council.

The Parish Council is also the Sole Trustee of Necton Community Centre, a charity providing facilities for village groups, clubs and private hire and a playing field, which provides excellent sporting facilities for the village. The centre is a lively place featuring a monthly lunch club, a weekly parent & toddler club, holiday activities for children, a variety of keep fit and other social activities.

About the role

The Clerk manages the Council's business, assets and other employees. They are an impartial, professional adviser to Council, ensuring procedural and financial rules are followed as they progress the discharge of Council functions, decisions and responsibilities. The Clerk is the first point of contact for the Council and all correspondence comes from the Clerk. Responsibility for implementing the decisions of the Council rests with the Clerk along with giving professional guidance where necessary whilst remaining impartial.

At Necton, the Clerk is also the Responsible Financial Officer, responsible for the financial management of the Council.

The Clerk is also responsible for the operational and financial management of Necton Rural Community Centre (registered charity) and servicing the NRCC Committee Meeting. (6 meetings annually)

The Clerk is the line manager of both Council and NRCC employees.

How to apply

Send the following items to the Parish Clerk, Gabrielle Joyce, Parish Office, 13 Tun's Road, Necton. PE37 8EH or by email to nectonparishcouncil@gmail.com

- Completed application form
- A completed Person Specification score sheet. See the form within this application pack.

Closing date Wednesday, 28 February 2018

Interviews anticipated week commencing 05 March 2018.

Main terms and conditions of service

Location:

Parish Office, Necton Community Centre, Tun's Road, Necton

Salary range:

LC 2, SCP 24 to 27, depending on qualification and experience

Pension:

Nest

Hours:

24 hours – to include evening work (council and other meetings)

Responsible to:

The Council

Employer:

Necton Parish Council

Holiday entitlement:

5.6 weeks per year (this is inclusive of public holidays) (pro-rata calculation for part time staff)

The information given here is intended as a guide only and does not form the basis of a contract.

This Pack includes:

- Application form
- Job description
- Person specification

For further information or informal discussion, contact Gabrielle Joyce on 01760 721665

Job Description

Parish Clerk and Responsible Financial Officer

The Clerk to the Necton 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 totally responsible for ensuring that the instructions of Necton Parish Council in connection with its function as a Local Authority are carried out and to use the laptop computer and printer as supplied by the Parish Council to carry out its business.

The Clerk is expected to advise the Parish Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them at Parish Council meetings.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Parish 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 Parish Council are observed.
- 2) To monitor and balance the Parish Council's accounts and prepare records for audit purposes to complete HMRC information in connection with salaries and wages and complete VAT returns 6 monthly.
- 3) To ensure that the Council's obligations for Financial Risk Assessment and Health and safety Risk Assessment are properly met.
- 4) To prepare, in consultation with appropriate members, agendas for meetings of the Council
- 5) To attend such meetings and prepare minutes for approval.
- 6) To attend all meetings of the Parish Council.
- 7) To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Council's notice. To issue correspondence as a result of instructions from the parish Council or the known policy of the Council.
- 8) To receive and report at each Parish Council meeting on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

- 9) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Parish Council.
- 10) To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Parish Council and to advise on practicability and likely effects of specific courses of action.
- 11) To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- 12) To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 13) To act as the representative of the Parish Council as required in consultation with the Chairman
- 14) To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Parish Council.
- 15) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Parish Council.
- 16) To maintain the website and keep up to date along with social media as required.
- 17) To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 18) 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.
- 19) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Parish Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- 20) To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required and with approval of Parish Council.
- 21) To undertake any other duties or tasks as requested by the Parish Council within their scope as Parish Council.

Clerk & RFO Person Specification

| Attribute | Essential, Desirable | Evidence |
|--|---|--|
| <p>Qualifications: High level of literacy and numeracy</p> <p>CiLCA qualified, working towards <u>or</u> willing to undertake this qualification</p> <p>Finance, Admin or Legal qualification</p> <p>AAT /CIPD</p> | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> | <p>Application form & Interview</p> <p>Certificates</p> <p>Certificates and references</p> <p>Certificates and references</p> |
| <p>Skills: Excellent written and verbal communication skills</p> <p>Computer literate with high level of administration skills</p> <p>Intermediate to advanced user of MS Office and Outlook</p> <p>Ability to work on own initiative, be flexible and able to prioritise and multitask</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Application process, interview and references</p> <p>Application form, Interview and references</p> <p>Application form, interview and references</p> <p>Interview and references</p> |
| <p>Experience: Local Government, Clerk, Secretary, Finance, HR, H&S</p> <p>Management of Finance & Administration</p> <p>Experience and understanding of statutory duties including VAT and Payroll</p> <p>Discrete, compassionate and aware of how to deal with sensitive and emotive issues</p> | <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Interview and references</p> <p>Interview and references</p> <p>Interview and references</p> <p>Interview and references</p> |
| <p>Other: Ability to be flexible and attend evening meetings and to visit the village regularly to update noticeboards, liaise with the Chairman, check on contractors and monitor work in the village.</p> | <p>Essential</p> | <p>Interview and references</p> |

Rate your attribute

To help us understand your potential for this role, score your level of knowledge, skill and aptitude and return this with your application. 0 = none, 1 = some, 2 = average, 3 = good, 4 = excellent, 5 = star

| PERSON SPECIFICATION Attribute | Essential, Desirable | Rate your attribute |
|---|-------------------------|---------------------|
| Qualifications: | | |
| High level of literacy and numeracy | Essential | 0 1 2 3 4 5 |
| CiLCA qualified, working towards or willing to undertake this qualification | Essential | 0 1 2 3 4 5 |
| Finance, Admin or Legal qualification | Desirable | 0 1 2 3 4 5 |
| AAT /CIPD | Desirable | 0 1 2 3 4 5 |
| Skills: | | |
| Excellent written and verbal communication skills | Essential | 0 1 2 3 4 5 |
| Computer literate with high level of administration skills | Essential | 0 1 2 3 4 5 |
| Intermediate to advanced user of MS Office and Outlook | Essential | 0 1 2 3 4 5 |
| Ability to work on own initiative, be flexible and able to prioritise and multitask | Essential | 0 1 2 3 4 5 |
| Experience: | | |
| Local Government, Clerk, Secretary, Finance, HR, H&S | Desirable | 0 1 2 3 4 5 |
| Management of Finance & Administration | Essential | 0 1 2 3 4 5 |
| Experience and understanding of statutory duties including VAT and Payroll | Essential | 0 1 2 3 4 5 |
| Discrete, compassionate and aware of how to deal with sensitive and emotive issues | Essential | 0 1 2 3 4 5 |
| Other: | | |
| Ability to be flexible and attend evening meetings and to visit the village regularly to update noticeboards, liaise with the Chairman, check on contractors and monitor work in the village. | Essential | 0 1 2 3 4 5 |