



Deerhurst Parish Council

Application pack for the post of Parish Clerk
and Responsible Financial Officer (RFO)

July 2024

Deerhurst Parish Council

Vacancy for Parish Clerk and Responsible Financial Officer (RFO)

After 13 years dedicated service, our Parish Clerk is retiring. She leaves us in a good administrative and financial position and is happy to support and induct the new postholder into their role.

Deerhurst Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer (RFO).

The post would suit flexible working, as it is part time, working on average 6.5 hours per week mainly from home. The hours of work are flexible except for attendance at meetings.

The salary will be based on the National Association of Local Councils pay scale and is dependent upon qualifications and experience.

Prior relevant experience in a similar role is an advantage, but training in all aspects of local government administration, which could lead to the CiLCA qualification is available.

Our Clerk must be IT literate and computer equipment is supplied. You must be able to store Council equipment and files securely at home and be available to attend Council meetings at Apperley Village Hall (currently held on the second Wednesday of every month at 7.15pm).

Duties will include acting as advisor to the council, minute taking, and compilation of correspondence, filing and accounts, being the RFO to the council, administrator for the Parish Website, and overseeing the letting of the Parish allotments.

A Job Description and Person Specification are available on the Deerhurst Parish Council website, or by email from the Parish Clerk.

Applications are by C.V. with an accompanying letter (no more than 2 sides A4) to be sent to Mrs Fiona Wallbank, Parish Clerk.

Mrs Fiona Wallbank, Deerhurst Parish Clerk, email: deerhurstpc@systemforce.net

Deerhurst Parish Council website: www.deerhurstpc.org

Closing date: Friday 31st July, 2024

Interviews: Early August

Starting date: as soon as possible (and by 1st October, 2024) to allow for a suitable handover

Deerhurst Parish Council

Parish Clerk and Responsible Financial Officer (RFO)

Person specification

Essential	Desirable
Qualifications and training	
<p>High Level of numeracy and literacy.</p> <p>Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent]</p>	<p>Certificate of Local Council Administration (CILCA) [Level 3], or willingness to undertake the qualification</p> <p>Further qualifications related to Government Administration and organisations</p>
Knowledge, skills and experience	
<p>Ability to work individually, using own initiative with the ability to problem solve.</p> <p>Ability to prioritise work, set and meet deadlines.</p> <p>Demonstration of excellent organisation skills.</p> <p>Experience of providing administrative support to a Council, or an equivalent role .</p> <p>A good knowledge of MS Office [Word, Excel, Publisher & Power Point] and Outlook for the production of Agendas, Papers, Reports, Minutes, Publicity and Financial reports.</p> <p>Willingness to use a simple computerised booking system and diary.</p> <p>Experience of general office procedures and management including: filing and maintaining personal supplies and equipment.</p> <p>Ability to recognise legal/political consequence of actions being recommended by Councillors.</p>	<p>Experience as a Clerk or Deputy Clerk</p> <p>A good working knowledge of Local Government structures and practices.</p> <p>An Understanding of Planning Legislation.</p> <p>Experience of bidding for external funds and grants</p> <p>An Understanding of Planning Legislation.</p> <p>Experience of any of the following:</p> <ul style="list-style-type: none"> • risk management and insurance • project management • website and social media management

Personal Qualities

Ability to communicate at all levels in the community both orally and in writing, with good presentation skills.

Ability to work co-operatively with Councillors.
Ability to follow instructions and procedures.

Experience of successfully building, managing and maintaining effective relationships with the public and external organisations.

Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities

Knowledge and understanding of effective customer care, especially in confrontational circumstances.

Personal Circumstances

Willingness to work flexibly as required, attending meetings of the Council, its committees and working parties

An understanding and commitment to the goals of The Council.

Current driving license, own transport, and ability to travel.

Deerhurst Parish Council is an Equal Opportunities Employer and welcomes applications from all sectors of the community

Deerhurst Parish Council

Job Description for Parish Clerk and Responsible Financial Officer (RFO)

Overall Responsibilities

The Clerk to the Council/Parish Clerk 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 the Council in connection with its functions 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 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 as and when required. The Clerk will be the Responsible Financial Officer and 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 prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees and sub-committees.
3. To attend all meetings of the Council and its committees and sub-committees and prepare minutes for approval.
4. To implement the decisions made by the Council.
5. 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 Council.
6. To monitor and balance the Council's accounts and bank accounts, and prepare records for audit purposes and VAT.
7. To prepare regular financial reports for the Council, covering budget monitoring, fund balances, receipts and payments, payroll summary, and other relevant matters.
8. To receive, check for accuracy and prepare for payment all invoices for goods and services. Where relevant, to issue invoices on behalf of the Council for goods and services and to ensure payment is received.

9. 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 Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
10. To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of all staff.
11. To maintain the Council's Asset Register.
12. To ensure that the Council's obligations for Risk Assessment are properly met.
13. To act as the representative of the Council as required, including attendance at conferences/seminars.
14. To prepare, in consultation with the Chairman, the Council's newsletter and arrange for its distribution.
15. To prepare, in consultation with the Chairman, press releases about the activities of, and/or decisions of, the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
18. To manage the Parish allotments.
19. To maintain the Parish Council website.