

CHEDDAR PARISH COUNCIL

APPLICATION PACK FOR CLERK VACANCY 2020

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CHEDDAR PARISH COUNCIL

Cheddar Parish Council is a pro-active council serving a population of over 6,000. It has 15 Members, 3 regular committees and a precept of £165,000 in 2019-20. There are currently 2 part-time members of staff (1 Assistant Clerk and a Pavilion Caretaker) in addition to the Clerk.

Job Specification – Clerk to the Council

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 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 function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist it 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 the Council as and when required.

The Clerk is the Responsible Finance Officer accountable for all the financial records of the Council and the careful administration of its finances as detailed in the Duties of the Responsible Financial Officer.

Specific Duties

1. To ensure that legal, 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 and VAT purposes.
3. To form good working relationships with other councils, authorities, public and councillors.
4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings 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 bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or known policy of, the Council.
7. To receive and report 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 supplied and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss with administrators and specialists in particular fields.
9. To draw up both on his/her own initiative and as a result of suggestions by councillors proposals for consideration by the Council and to advise on the practicability and the likely effects of specified courses of action.

10. To manage any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as a representative of the Council as required and promote and uphold the reputation and standing of the Council as all times.
13. 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 those assemblies.
14. To attend meetings of the Council and its committees, including some evening meetings.
15. To undertake such tasks as delegated in accordance with the Council's Standing Orders.
16. To have sufficient understanding of such tasks relating to the Council's property and assets to be able to obtain quotes and instruct and liaise with contractors and trades people.
17. To attend training courses on the work and role of the Clerk as required by the Council.
18. To attend the Conference of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the council as required.

Responsible Financial Officer

A Responsible Financial Officer ("R.F.O.") must be appointed by all local Councils under section 151 of the Local Government Act 1972.

The duties of the Responsible Financial Officer are to:

1. Prepare financial reports for the Policy and Resources Committee and Council. Reports to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.
2. Prepare draft annual budget. When approved by the Council to form annual budget, monitor during the year and report thereon.
3. Submit precept to the District Council.
4. Enter regularly (daily if necessary) all money received and expended by the Council.
5. Ensure that all money due to the Council is billed (where appropriate) promptly, and in all cases collected promptly.
6. Deal with financial transactions and ensure the division of responsibilities of those officers in relation to significant transactions.
7. Manage cash flow and control of transfers and investments.
8. Control of payments.
9. Provide appropriate information to Sedgemoor District Council Payroll Department.

- 10.** Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.
- 11.** Review verification and code (where necessary) suppliers' invoices, prior to certification for payment.
- 12.** Prepare and balance final accounts in accordance with 1996 Audit and Accounts Regulations and report thereon.
- 13.** Produce accounts and records for external audit in accordance with the 1996 Audit and Accounts Regulations.
- 14.** Arrange for internal audits of all aspects of the Council's financial affairs.
- 15.** Monitor compliance with the Council's Financial Regulations and ensure correct financial systems are in place.
- 16.** Manage the Insurance Risk and process claims as necessary.
- 17.** Maintain the Council's Register of Property and Assets.

Cheddar Parish Council - Personal Specification for Parish Clerk

The role of Clerk includes that of Responsible Finance Officer. The applicant should have the following skills:

Key Competencies:

Relevant administrative and financial experience
IT literate, including using Microsoft Excel
Experience in bookkeeping; preparation of final accounts & annual budget; management of accounts & preparation of financial reports
Relationship-building with council, councillors and public
Experience of liaising with external contractors on parish projects
Organisational ability including preparing for meetings
Communication skills, written and oral
Decision making
Ability to influence
Leadership skills
Responsibility for line management
Willing to study for CiLCA if not already held
Self-motivation & reliance

Desirable Competencies:

Possess CiLCA
Previous parish clerk
Experience of using RBS Software Solutions Omega
Ability to work on own and manage own workload
Ability to liaise with other authorities and with the general public
Experience of liaising with and maintaining good working relationship with the press
Discretion and ability to deal with confidential matters
Knowledge of the Parish and the issues which affect it
Basic understanding of working within this tier of government
Access to own transport
Willingness to undertake training and to remain fully informed about current legislation and other issues which affect the Council or the Parish

APPLICATION FORM

To be returned to:

**Chairman, Cheddar Parish Council,
The Parish Hall, Church Street, Cheddar, BS27 3RA
Or email: peterc@cheddarparishcouncil.org**

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| Post |
| CLERK TO THE PARISH COUNCIL |
| CLOSING DATE: Friday 13th March 2020 |
| Date for Interviews: w/c 16th March 2020 |

Information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file if successful.

1. PERSONAL DETAILS

| | |
|---|------------------------------------|
| Surname (last name) | |
| Other names | |
| Title | Miss / Mr / Mrs / Ms / Dr / other. |
| Address | |
| Telephone Home Mobile Work | |
| Email address: | |
| National Insurance number NB: proof of entitlement to accept employment in the UK will be required if successful. | |

2. PRESENT EMPLOYER

| | |
|---|--|
| Name of current employer | |
| Job Title | |
| Date commenced | |
| If relevant: Present salary or salary range | |
| To whom do you report? | |
| What period of Notice is required? | |
| Please outline your main tasks, responsibilities and achievements (please continue on a separate sheet if necessary) | |

3. OCCUPATIONAL HISTORY (Most recent first)
(Please continue on a separate sheet if necessary)

| Employer | Dates, (from - to) | Job Title and main tasks |
|-----------------|---------------------------|---------------------------------|
| | | |

4. DETAILS OF JOB RELATED TRAINING UNDERTAKEN (most recent first)

| Course | Run by | Dates |
|---------------|---------------|--------------|
| | | |

5. SECONDARY / FURTHER / HIGHER EDUCATION ATTENDED (in date order)

| Name of establishment | From | To | Qualification(s) awarded (Subject and level) | Date of award |
|------------------------------|-------------|-----------|---|----------------------|
| | | | | |

6. PROFESSIONAL QUALIFICATIONS and membership of professional bodies.

| Professional Body / Assessing Body | Qualification | Date awarded |
|------------------------------------|---------------|--------------|
| | | |

7. HOBBIES AND OTHER INTERESTS (include positions of responsibility)

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8. WHY ARE YOU APPLYING FOR THIS POST AND WHAT CAN YOU OFFER IN TERMS OF YOUR PERSONALITY / ABILITIES / SKILLS / APTITUDES / EXPERIENCE / ACHIEVEMENTS?

(Please continue on another sheet if necessary)

9. REFERENCES

Please give name and address for two referees. One should be a present employer.

IF YOU DO NOT WISH US TO CONTACT EITHER OF THE REFEREES BEFORE FURTHER DISCUSSION WITH YOU, PLEASE INDICATE WITH AN ASTERISK AGAINST THEIR NAME.

| | |
|---|---|
| <p>1.</p> <p>Telephone:</p> <p>Email:</p> <p>Relationship:</p> | <p>2.</p> <p>Telephone:</p> <p>Email:</p> <p>Relationship:</p> |
|---|---|

Cheddar Parish Council is an Equal Opportunities employer and confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

I CONFIRM THAT THE INFORMATION GIVEN BY ME ON THIS FORM AND ANY ADDITIONAL MATERIAL IS CORRECT

I UNDERSTAND THAT ANY FORM OF CANVASSING WILL LEAD TO DISQUALIFICATION

SIGNATURE OF APPLICANT:

DATE: