**Job Title:** Clerk to the Parish Council and Responsible Financial Officer (Temporary Cover Maternity Leave)

**Council Name:** Tring Rural Parish Council

**Start Date:** September 2021 for 12 months

**Work Location:** The role is home based. The successful candidate will need to attend the monthly Council meetings which are currently held on the first Wednesday evening. Attendance at other ad hoc meetings and seminars will also be required. The successful applicant will need to have access to the internet.

**Remuneration:** NJC Scale 24 - £14.90 per hour

**Hours:** The current requirement is for 11 hours per week which can be flexible.

**Council data:**

|  |  |
| --- | --- |
| Annual council income | Based on Last Year £63,171 (Precept included £27414) |
| Annual council expenditure | £44148 |
| Precept (current financial year) | £28,203 |
| Population | 1500 approx. |
| Number of staff managed by parish clerk | 1 |
| Hours per week for parish clerk | 11 |
| No of Full Parish Council meetings per year | 8 |
| No of Committee meetings per year | Committees introduced this year and for planning it has been almost monthly so 12 |
| Is the Parish Clerk the RFO | Yes |
| Functions of the Council:  Allotments  Playgrounds  Village hall management  Recreation grounds / open spaces  Crime prevention / CCTV  Christmas lights  Fetes / community events  Web management  War memorial  Markets  Newsletter  Street lighting  Burial grounds / crematorium / churchyard  Street furniture / bus shelters  Car parks  Public toilets  Community transport schemes  Other functions | No  Yes  No – we lease to committees  Yes two  No  No  No  Yes  Yes  No  No  No  Yes  Yes  No  No  No  Verge Cutting |

To act as the Proper Officer of the Council and carry out all the functions required by law of a Local

Authority’s Proper Officer.

To advise the Council on policies to be followed in respect of the Council’s activities. To produce all

information required for making effective decisions and to support the implementation of decisions.

To act as the Responsible Financial Officer and be responsible for all financial records of the Council

and careful administration of its finances.

**Key Duties & Responsibilities:**

* Ensure that statutory and other provisions governing or affecting the running of the Council are observed
* Attend all formal meetings of the Council and of the Parish Meeting and subsequently prepare the minutes.
* In conjunction with appropriate Council members, prepare and communicate the agendas for all formal meetings in accordance with requirements.
* Dispatch promptly all notices, letters and other documents as the business of the Council requires. Inform Councillors of any relevant correspondence received.
* Liaise with parishioners and representatives of agencies, in particular Borough and County Councillors, to support the implementation of Council’s decisions.
* Act as the Responsible Financial Officer for Tring Rural Parish Council and prepare budgets and accounts. Receive and report on invoices to be paid by the Council and ensure payment is made. Issue invoices where necessary and ensure payment is received.
* Keep safely and in secure but accessible custody, all deeds, plans, records, letters and other documents concerning the Council.
* Cemetery Management

**Person Specification & Qualifications**

* The successful candidate shall be literate, numerate and have computer skills necessary to undertake the required tasks. Ability to prepare and monitor budgets and prepare accounts would be advantageous. Full training will be available.
* Ideally, the successful candidate should have experience of working in local government administration. Experience of project management, employment law and health and safety legislation would be helpful.
* The successful candidate must be organised and able to prioritise effectively to manage workload. The ability to take minutes and act on decisions is crucial.
* The successful candidate must be able to work in a team but also happy and able to act independently. Good communication skills are vital and the ability to assimilate and disseminate information readily.
* A clean driving licence and access to a vehicle is important.
* CILCA Qualified is desirable

If you would like to apply for this position please send a letter of application, including your CV to:

The Chairman, Tring Rural Parish Council via email to [Clerk@tringruralpc.org.uk](mailto:Clerk@tringruralpc.org.uk)

The deadline for applications is 31st August 2021.