[Parish Clerk / Responsible Financial Officer Job Vacancy](https://www.loughtonandgreatholm-pc.gov.uk/parish-clerk-responsible-financial-officer-job-vacancy/%22%20%5Co%20%22Parish%20Clerk%20/%20Responsible%20Financial%20Officer%20Job%20Vacancy)

Loughton & Great Holm Parish Council are seeking a Parish Clerk / Responsible Financial Officer

The role is 37 hours a week with a salary range of NJC spinal column points SCP 24-28 (£28,672 - £32,234 per year depending on experience) plus local government pension scheme. We are looking for an enthusiastic individual; with integrity, diplomacy when dealing with people, and strong organisational skills.

Working from home, you will be responsible for all aspects of finance and administration of the Parish Council, providing advice and implementing decisions, managing community services and projects and a small part-time team of 2.

Ideally you will be a qualified clerk or prepared to study for and attain the CiLCA qualification and able to demonstrate good knowledge of local government procedures, finance and law, with the ability to work independently and effectively with good IT skills.

**Closing date for applications**: Monday 28th February

**Interviews**: tba

(An application form is available from the website or by contacting the Parish Clerk on 07591236263 or e-mail to: parish.clerk@loughtonandgreatholm-pc.gov.uk)

**Applications should be returned to**: Councillor Akash Nayee, Chair of Loughton & Great Holm Parish Council

Email: chairman@loughtonandgreatholm-pc.gov.uk

**Parish Clerk / Responsible Financial Officer (RFO): Job Description**

**Overall Responsibilities**

The Parish Clerk / RFO to the Council is the Proper Officer and employee of the Council and as such is under a statutory duty to carry out all the functions of a local authority’s Proper Officer, and in particular to serve or issue all the notices required by law of the Proper Officer of the Parish Council.

The Parish Clerk / RFO is responsible for ensuring that the lawful instructions of the Council in connection with its functions as a Local Authority are carried out.  The Parish Clerk / RFO is expected to advise the Council on, and assist in the formation of policies to be followed in respect of the Authority’s activities.

The Parish Clerk is the Parish Council’s Responsible Finance Officer (RFO) and is responsible for all the financial records of the Parish Council and for the careful administration of its finances.

The Parish Clerk / RFO is responsible for producing all the information required for making effective decisions and for implementing all decisions of the Parish Council.

The person appointed is accountable to the Parish Council for the effective management of all its resources and will report to the Parish Council on them as and when required.  This includes 2 part-time staff, and a self-employed cleaner. The Parish Council provides allotment plots for residents which are managed by the Parish Clerk, ably supported by a volunteer allotment representative.

The Parish Clerk / RFO is the responsible officer in respect of the Health and Safety at Work Act 1974, in regard to his/her own safety, the safety of other employees and that of members of the public, customers or other persons visiting any of the Parish Council’s premises. The Parish Clerk/RFO is responsible for the overall management of the Great Holm Community Centre and the Parish Council also owns the Pavilion in Loughton which is managed by a tenant.

The Parish Clerk / RFO reports to the Parish Council, day to day management and reporting is to the Chair of the Parish Council.

**Specific Responsibilities**

1. To ensure that legal, 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, and VAT. To include the annual budget and draft financial statements and monthly or quarterly management accounts and cash flow forecasts. To operate the Parish Council’s banking and investment deposit facilities.
3. To ensure that the Parish Council’s obligations to insure are properly met.
4. To prepare, in consultation with appropriate Parish Councillors as necessary, agendas for meetings of the Parish Council and its committees; to attend such meetings and prepare minutes for approval. To ensure notices of meetings, agendas, minutes and documents are published on the Parish Council notice boards and the Parish Council website.
5. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Council, and to issue correspondence, as a result of the instructions of, or the known policy of the Parish Council.
6. To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met. To issue invoices on behalf of the Parish Council for goods and services to ensure payment is received.
7. To study reports and other data on activities of the Parish Council and on matters bearing on those activities.  Where appropriate, to discuss such matters with administrators and specialists in relevant fields.
8. To draw up both on his/her own initiative and as a result of suggestions by Parish Councillors proposals for consideration by the Parish Council and to advise on the practicability and the likely effects of specific courses of action.
9. To manage and supervise any other members of staff in keeping with the policies of the Parish Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment, discipline and work of other staff in accordance with any current or future employment legislation at present there is no other employees.
10. To manage any premises and facilities owned or operated by the Parish Council in accordance with the directions or policies of the Parish Council.
11. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as a representative of the Parish Council as required.
13. To issue notices and prepare agendas and minutes for the Annual Parish Meeting.
14. To attend all meetings of the Parish Council and all meetings of its committees (which will be approximately two meetings a month).
15. To open and close up the meeting venue and prepare the room before the start of each meeting.
16. To prepare, in consultation with the Chair, press releases about the activities or decisions of the Parish Council.
17. To attend training courses on the work and role of the Parish Clerk / RFO as required by the Parish Council. To be responsible for the Parish Clerk’s own continuing professional development and to keep and update a training plan.
18. To attend Conferences of the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and other relevant bodies if required by the Parish Council.
19. To be responsible as an officer and employee under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.
20. To observe the requirements of the Data Protection Act 1999, General Data Protection Regulations 2018 and Freedom of Information Act 2000 and to deal with all requests arising under these statutes for disclosure of personal data and/or information.
21. To assist in the management of the Parish Council allotments and to ensure the appropriate records are kept and policies of the Parish Council are observed.
22. To build relationships with local stakeholders including schools, businesses, charities other tiers of local government and central government to promote the reputation of the Parish Council.
23. To organise and manage the publication of the Parish Council newsletters and precept information leaflet.
24. To keep the Parish Council website updated.
25. To report to the Parish Council on planning applications, to advise and to draft and submit representations as directed by the Parish Council.

**Parish Clerk / Responsible Financial Officer: Person Specification**

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| **Qualifications/ Experience/Skills** |
| Experience in local government administration. Recognised Qualifications in these skill areas. | Desirable Desirable |
| A thorough understanding of current IT systems for the running of a modern office and experience in working with social media and websites. Recognised Qualifications in this skill area. |  Essential  Desirable |
| Experience of finance; preparing financial statements, bookkeeping, preparing cash flows and budgets. | Essential |
| Excellent communication skills, both written and oral and a friendly, helpful and professional telephone manner. | Essential |
| Ability to research and give accurate and clear advice on practice and procedure in local government. | Essential |
| Ability to interpret and process large amounts of complex information, and to write detailed reports and analysis. | Essential |
| **Personal Attributes** |
| Self-motivated, able to work under own initiative. Trustworthy and reliable with a good sense of humour. | Essential |
| A strategic thinker and planner with the ability to ensure that the Parish Council is fully prepared to meet the challenges of new legislation and the increased demands of the technology of the 21st Century. | Essential |
| Able to work flexibly and to attend two evening meetings a month and any additional meeting(s) as and when required. | Essential |
| Working with a small but dedicated staff you will need to be both flexible and personable and a team player and leader. | Essential |
| To live in the Parish, and the ability to work from home, and willingness to work in an office environment, when the Parish Council obtains its own premises. | Desirable |
| To adhere to deadlines, to manage workloads in own time. | Essential |
| No criminal convictions on CRB check. | Essential |
| Driving licence and own transport. | Desirable |