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Description automatically generated **LYNCHMERE PARISH COUNCIL  
 located on the Surrey / West Sussex border near Haslemere**

is seeking a Parish Clerk & Responsible Financial Officer to deal with all administrative and financial matters of the Council.

The working time is partly flexible and will be for 25 hours per week, based in the office in St Michael’s Hall, with some flexibility to work from home.   
 Salary – SPC 26- 32 (£32,909 - £38,296 per annum pro rata) depending upon experience and qualifications) plus Local Government Pension Scheme.  
  
It is an exciting, varied, rewarding role working closely with the local community.   
The ideal candidate will have excellent organisational and administrative skills and be a confident communicator.

Experience and qualifications in local government are preferred, but not essential as training and support will be given to the right candidate.   
Excellent knowledge of outlook, word and excel is essential.  
  
*there is an additional opportunity to combine this role with another 5 hours a week as Manager of the separate Hardman Hoyle Hall if any applicant is interested and would like to get further details***.**

**For further information and a full job description, please apply to the current Clerk - Kate Bain -clerk@lynchmere-pc.gov.uk / Tel: 01428 621234**

**Closing date for applications: Friday 20th January 2023  
Start date to be agreed**

**JOB DESCRIPTION – CLERK AND RESPONSIBLE FINANCIAL OFFICER TO THE PARISH 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 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 in the formation of, overall policies to be followed in respect of the Authority's activities and 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 administration of its finances.  
    
   Specific Parish responsibilities:  
  Responsible for:
* Management of the Burial Ground:
* Management of the Allotments
* Management of St. Michael’s Hall
* Management of the Recreation Grounds
* Management of the Parish litter wardens
* Management of contractors
* Management of other areas to include:
* Lynchmere Green
* Heathcote Gardens
* The river area

1. To ensure that statutory and other provisions governing or affecting the running of the Council are up to date, observed and reviewed on an annual/regular basis.   
2. To monitor and balance the Council's accounts; prepare monthly budget monitoring reports; effectively manage all grants, loans, trustee and savings accounts; reclaim VAT from, and pay any National Insurance or other payments to, HMRC and prepare all records and documents for internal and external and internal audit purposes.   
3. To ensure that the Council's obligations for Risk Assessment and it’s; insurance and assets are properly met and annually reviewed.   
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.   
5. To arrange and attend all meetings of the Council and all meetings of its committees and sub-committees.

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 instructions of, or the known policy of the Council including lodging all representations made by the Council as statutory consultee on planning applications within the time frame given by the Local Planning Authority.   
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 and to periodically review all services and contracts to ensure that the Council is receiving “best value”. To pay and where required issue invoices on behalf of the Council for goods and services 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 such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.  
9. To draw up both their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.   
10. 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.   
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 the representative of the Council as required.   
13. To issue notices and prepare agendas and minutes for the Annual Parish Meeting:   
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.   
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.   
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.   
17. To ensure that all Declarations of Councillors’ Interests, Acceptances of Office, and the Code of Conduct are available to and completed by Councillors and to initiate and/or where appropriate arrange/facilitate the filling of any Councillor vacancies on the Council.  
18. To ensure Council meets the requirements of its role as Sole Trustee both for Hammer Recreation Ground and the Maud Hardman Hoyle Memorial Hall.  
19. To maintain and keep up to date the Parish Council Website.

TERMS   
The role is part time working an average of 25 hours per week, this can be dependent on the needs of the Council, so some flexibility may be required.

The Clerk will be based in the Parish Office in St. Michael’s Hall, but flexibility will be available for homeworking.  
Attendance at Parish Council meetings is required, please note that full Council meetings take place in the evening.   
 Salary will be dependent on experience , but in line with Local Government pay scales for the role  
(SPC 26- 32 (£32,909 - £38,296 per annum pro rata) plus Local Government Pension Scheme   
xx days holiday per annum   
Experience and qualifications in local government and management are preferred but not essential as training and support will be given to the right candidate. Good knowledge of Microsoft office applications is essential.