**CROFT PARISH COUNCIL**

**APPLICATION PACK FOR THE POST OF
 CLERK & RESPONSIBLE FINANCIAL OFFICER**

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 **CROFT PARISH COUNCIL**

Croft Parish Council has 6 Members and a precept of £72,980. There are currently 2 part-time members of staff, The Clerk and the Village Caretaker.The Clerk’s hourly pay rate will be in the range £12.98 to £14.42

# Job Specification – Clerk & Responsible Financial Officer - 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 required 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 will be 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.
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 their 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 maintain the Parish Council’s website and social media.

# 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 Parish 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 the precept to Warrington Borough Council.
4. Deal with financial transactions and ensure the division of responsibilities of those officers in relation to significant transactions.
5. Manage cash flow and control of transfers and investments.
6. Control of payments.
7. Responsibility for submission of VAT returns and dealing with VAT inspections etc.
8. Prepare and balance final accounts in accordance with 1996 Audit and Accounts Regulations and report thereon.
9. Produce accounts and records for external audit in accordance with the 1996 Audit and Accounts Regulations.
10. Arrange for internal audits of all aspects of the Council’s financial affairs.
11. Monitor compliance with the Council’s Financial Regulations and ensure correct financial systems are in place.
12. Manage the Insurance Risk and process claims as necessary.
13. Maintain the Council’s Register of Property and Assets.

**Croft Parish Council - Person Specification for Parish Clerk & Responsible Financial Officer**

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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 qualification if not already held.

Self-motivation & reliance.

Desirable Competencies:

Possess CiLCA.

Previous parish clerk.

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 electronically to:****croftparishcouncil@gmail.com**

|  |
| --- |
| **Post**  |
| **CLERK & RESPONSIBLE FINANCIAL OFFICER TO THE PARISH COUNCIL**  |
| **CLOSING DATE**: **5pm, Friday 1st October 2021.**  |

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 (name and job title) 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**  |
|   |   |                     |

1. **DETAILS OF JOB- RELATED TRAINING UNDERTAKEN** (most recent first)

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

1. **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) .         |

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

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 STATE SO CLEARLY AGAINST THEIR NAME.

|  |  |
| --- | --- |
|  1.       Telephone:  Email:  Relationship:   |  2.       Telephone:  Email:  Relationship:   |

Croft Parish Council is an Equal Opportunities employer and is committed 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: