

CATTERALL PARISH COUNCIL

Catterall

Catterall is a growing village and civil parish in Lancashire with an electorate of just over 1900 adults. Catterall is served by Wyre Council and Lancashire County Council with which the Parish works to ensure services are delivered to local residents.

The Council

Catterall Parish Council has 10 councillors and employs a part time Clerk and a part time Lengthsman. The Parish Council has an office base in Catterall Village Hall where the previous postholder worked but is willing to discuss a more flexible working arrangement with the successful candidate.

The purpose of the parish council is to maintain and improve the quality of life for Catterall residents by keeping the village neat and tidy, carrying out environmental improvements and providing some services and facilities. More information can be found on the parish council's website www.catterallparish.org.uk

The Parish Council owns Catterall playing field and all the facilities now on it, including the planting, seating and CCTV. It also owns a piece of land on Keeper's Wood Way, the war memorial at the junction of Garstang Road and Cock Robin Lane as well as a bus shelter, notice boards and seats around the village.

Parish Council Meetings

The Parish Council meets on the first Tuesday of the month. There is a Personnel Committee which meets as required and Working Groups may be established for particular projects.

Training and Equipment

Catterall Parish Council will provide all necessary training required to carry out the role both on appointment and on an ongoing basis. Given the cost of some training the Council uses a Training Agreement so that it can recoup some of the cost of the training if the postholder leaves within the first two years after the training cost has been incurred. The Council will also provide all the equipment required to do the job.

Probationary Period

The post will be subject to a probationary period of 6 months.

6 May 2022

**CATTERALL PARISH COUNCIL
JOB DESCRIPTION
CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Overall Purpose

Responsible for the effective day to day management of the Parish Council, ensuring compliance with all legal and other requirements governing the running of the Council and providing independent, objective and professional advice and support.

The Clerk will be the Council's Proper Officer (the person legally responsible for actioning the decisions of the Council) and the Responsible Financial Officer (legally responsible for the financial management of the Council).

Main Duties and Responsibilities

Meetings

1. Prepare, in consultation with the appropriate councillors, and issue comprehensive agendas for meetings of the Council and Committees. Attend such meetings, prepare minutes for approval and act on decisions made.
2. Issue notices and prepare agendas and minutes for the Annual Parish Meeting: attend the assemblies of the Annual Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

Finance and Audit

3. Manage the Council's finances effectively, monitoring and balancing the accounts and preparing regular reports on the Council's financial position.
4. Place orders, receive and report on invoices for goods and services to be paid for by the Council and ensure such accounts are met. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
5. Ensure that the correct financial records are kept and internal controls in place to support both internal and external audit regimes.
6. Ensure that proper employment records are kept to comply with legislative requirements, liaising with the Council's payroll provider to ensure salaries and pensions are correctly administered and paid.
7. Research and bring forward opportunities to apply for grants to support the work of the Council.

Administration

8. Receive correspondence and documents on behalf of the Council and, following known policy of the Council, either respond on its behalf or bring such items to the attention of the Council. Issue correspondence as a result of instructions of, or the known policy of the Council.

Governance

9. Ensure that the Council has the appropriate governance and internal control documents, policies and procedures and that these are kept under regular review and up to date.
10. Monitor implemented policies to ensure they are achieving the desired result and, where appropriate, suggest modifications.
11. Ensure that the Council's obligations in relation to health and safety are properly met.
12. Ensure that all operations of the council are timely and procedurally correct.

13. Take appropriate action to ensure that all Council elections and co-options are undertaken in accordance with legal requirements.

Staff Management

14. Supervise any other members of staff as their line manager in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

Communication

15. Keep the Council's website up to date and manage the Council's social media presence.
16. Work with Councillors in the preparation and issue of Press releases and other media engagement, monitoring outcomes. Work cooperatively with the media to promote the role and a positive public perception of the Council, as directed.

Continuous Professional Development

17. Study reports and other data on Council's activities and on matters bearing on those activities as directed. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.
18. Attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. Work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
20. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council

Other

21. To act as the representative or spokesperson of the Council as required.
22. Build relationships and work in collaboration with other village organisations such as Catterall Village Hall, Catterall in Bloom and Catterall Gala
23. Undertake such other duties which are commensurate with the post as may be reasonably required by the Clerk or the parish council

6 May 2022

**CATTERALL PARISH COUNCIL
CLERK AND RESPONSIBLE FINANCIAL OFFICER
PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
Education and Qualifications	<p>Good general education (5 GCSEs (or equivalent) at grades A-C including Maths and English.</p> <p>Hold Certificate in Local Council Administration or equivalent or be willing to work towards obtaining it</p>	<p>Degree in public administration or similar</p>
Skills, knowledge and Experience	<p>Experience of providing administration support to a high standard including servicing meetings</p> <p>Able to keep accurate financial records and prepare financial statements and reports</p> <p>Able to write clear and accurate reports and correspondence</p> <p>Clear verbal communicator, able to work with a wide variety of people effectively</p> <p>Good IT skills, enabling use of internet, emails, wordprocessing, financial spreadsheets and website administration</p> <p>Excellent organisational skills, able to prioritise workloads and meet deadlines</p> <p>Able to supervise a member of staff, ensuring employment obligations are met</p> <p>Able to work on own initiative to research and deliver professional advice and information to the Parish Council and to plan and deliver agreed projects</p> <p>Understanding and commitment to equal opportunities</p>	<p>Experience of working in local government or as a parish clerk</p> <p>Experience of committee processes and procedures</p> <p>Experience of accounts and book-keeping</p> <p>Experience of organising public events and functions</p> <p>Experience in a management role</p> <p>Understanding of health and safety management</p>
Personal Qualities	<p>Able to maintain good relationships with councillors, other staff, the public, contractors and other external organisations</p>	

	<p>Able to project a positive image of the Parish Council and the local community</p> <p>Self-reliant and self-motivated</p> <p>Reliable and enthusiastic with an attention to detail</p>	
Other	<p>Flexible approach to hours and the ability to work evenings and weekends</p> <p>Willingness to undertake relevant training</p>	Full driving licence and use of vehicle

6 May 2022

APPLICATION PROCESS

The application form should be placed in a sealed envelope marked “*private and confidential - Application for Clerk and RFO post*” for posting or hand delivery to:

**Cllr Jan Finch
Vice-Chair, Catterall Parish Council
32a Cock Robin Lane
Catterall
PR3 1YL**

Or via email to:

Jan.finch@cockrobin.plus.com

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Clerk and RFO

A CV is not required.

Your application must be returned no later than 5pm on Tuesday 31st May 2022.
Interviews will take place week commencing 13 June 2022.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Cllr Jan Finch, Vice-Chair on 07990 893800 or Gillian Benson, Catterall Parish Clerk on 01995 600689 or clerk@parishes.org.uk for an informal discussion.

SELECTION PROCESS

The formal selection process by interview will take place in week commencing 13 June 2022.

The interviews will be conducted by the Personnel Committee who will make a recommendation on appointment to the Council.

Interview

Candidates will be required to attend an interview at a time to be allocated individually either during the evening or at the weekend. The interview will last up to an hour.

References

Formal references will be taken up following an offer of employment.

Disabled Candidates

Any candidate with a disability who needs an adjustment to the interview arrangements should contact Cllr Jan Finch on 07990 893800 so that reasonable adjustments can be made to the recruitment process.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chairman of the Council.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory medical check.

Catterall Parish Council

Application Form

Clerk and RFO

Please complete in black ink and print where possible

<i>Surname:</i>	<i>First names and title:</i>
<i>Address:</i>	<i>Telephone:</i> <i>Mobile:</i> <i>Email:</i> <i>National Insurance Number:</i>

Personal Details:

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any driving offences currently under endorsement:	
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Current or Last Employment:

Name/Address of Employer	Dated Started	Date Left (if appropriate)
Job Title	Salary	Type of Business

Describe your duties and responsibilities and reason for leaving (if appropriate):

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Employment History

Please list all employment starting with your present or last position. Please continue on a separate sheet if you need to.

Job Title	Employer	From	To	Main Duties	Reason for Leaving

Education and Qualifications (including Membership of Professional or Trade Bodies)

Date From/To	Name of School, College or University	Qualifications Gained

Training

Please list any relevant training courses attended below:

Illness and/or Accidents

Do you consider yourself to have any disabilities?

Yes ☐ No ☐

If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

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Additional Information

Please provide any additional information you feel will support your application

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References

Please give the names and addresses of two referees. One should be your present or last employer if applicable.

Referee 1**Referee 2**

<i>Name</i>	<i>Name</i>
<i>Address</i>	<i>Address</i>
<i>Email address/Telephone</i>	<i>Email address/Telephone</i>
May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you related to any member or employee of this Council?

Yes ☐ No ☐

If yes, please give full details:

IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

DECLARATION

<i>I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.</i>	
<i>Signature</i>	<i>Date</i>