



BICKERSTAFFE PARISH COUNCIL

VACANCY

in the **ROLE of CLERK/RESPONSIBLE FINANCIAL OFFICER**

Bickerstaffe Parish Council, in West Lancashire, seeks to appoint a **Parish Clerk and Responsible Financial Officer to take effect from mid-November 2022.**

The post is for fifteen hours a week, working from home with some evening work to include attendance at Parish Council Meetings.

The salary will be in accordance with the National Joint Council (NJC), dependent on qualifications & experience.

A job description and person specification are attached, but for further details, please contact the current Clerk, Jackie Smith email bickerstaffeparishclerk@hotmail.com or 077 151 56744.

Applications can be made by sending a CV and covering letter to the **Councillor Hilary Rosbotham** (Chairman of the Parish Council),
Lyelake Farm, Lyelake Lane, Bickerstaffe, L39 0EY
by **October 14th 2022.**

Interviews will take place towards the end of October; the appointment will commence **mid-November 2022** - with a handover period to be agreed.



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JOB DESCRIPTION

ROLE of CLERK and RESPONSIBLE FINANCIAL OFFICER COUNCIL

The Clerk to the Council is the Proper Officer and Responsible Financial Officer of the Parish Council, and as such is under a statutory duty to carry out all the functions of a Council's Proper Officer; in particular to serve or issue all the notifications required by law (e.g. preparing and posting Councillor Summons, Meeting Agendas and Minutes, and posting the Agendas and Minutes online).

The Clerk is responsible for ensuring that the instructions of the Council - in connection with its function as a Parish Council, 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 Council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk as the Responsible Financial Officer is accountable for all financial records of the Council and the proper administration of its finances and audits.

The Clerk is accountable to the Council for the effective management of all its resources and assets and will report on them to the PC as and when required.

The Clerk will understand the issues facing Parish Councils and the community within which the Council operates, and will commit themselves and the Council to an ethos of public service.

The Clerk will ensure compliance with legal duties as follows to:

- ensure that all statutory and other provisions governing or affecting the running of the Council are observed
- monitor the implemented policies of the Council to ensure they are achieving the desired result, and, where appropriate, suggest modifications; managing Parish Council and Committee meetings
- prepare informative Agendas for meetings of the Council, in consultation with appropriate Councillors, and send out timely Summons to Councillors
- attend all meetings of the Council, taking the formal Minutes of the meeting and creating an Action Log whilst ensuring that these actions are taken in advance of the following meeting
- prepare, and agree with the Chair, the Agendas for Committee Meetings (but attend and minute only key meetings where the Clerk's presence is required)
- issue Notices, Summonses and Agendas for the Parish Council's Annual Meeting; attend and minute these meetings, implementing the decisions made as agreed by the Council
- update the Council's Standing Orders and Financial Standing orders regularly ensuring compliance with them

Delivering the Council's strategic purpose by:

drawing up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and advise on the practicability and likely effects of specific courses of action; and -

- monitor progress of schemes
- bring forward draft policies and scheme proposals to reflect community needs
- receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council



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- prepare a regular summary of all significant incoming and outgoing correspondence for Council (the current Clerk does this as a weekly "digest")
- draft responses to third party consultation exercises
- update BPC policies as and when necessary
- study reports and other data on Council's activities and on matters bearing on those activities and where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council

Carrying out the business of the Council -

in partnership with appropriate Councillors in relation to **Parish Administration, the Clerk will:**

establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format, backing-up electronic data regularly, in line with GDPR

- place and manage orders/tenders for the purchase and supply of goods
- oversee the upkeep of the Parish Field and CCTV; manage bookings
- work collaboratively with the Chairs of all relevant committees/working parties in the oversight of those elements of the Council's business

Health and Safety

ensuring that the Council's statutory obligations for the proper management of all Health and Safety matters are met, including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments; and where necessary, for the safe management of Council business and activities.

Financial Management

In line with Proper Financial Practices (the term 'proper practice(s)' shall refer to guidance issued in "Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide"), the Clerk will:

- manage the annual budget for Council and its Finance committee, and prepare financial statements as required
- monitor and balance the Council's accounts and prepare records for Audit purposes
- ensure that correct financial records are kept and that internal checking regimes are established
- receive and report on invoices for goods and services to be paid for by the Council, and ensure that such accounts are settled within due timescales
- prepare quarterly bank reconciliations and report these to the Council
- issue invoices on behalf of the Council for goods and services and ensure payment is received
- research and bring forward opportunities to apply for grants to support programme aspirations
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Staff Management

The Clerk will:
manage their own work and service contracts, by agreeing job descriptions and annual work plans, and contribute positively to reviews of performance at staff appraisals with the Council's HR Committee, and

- continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks



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- maintain records of staff hours, leave, pension, etc, and regulate themselves in keeping with the policies of the Council, undertaking all necessary activities in connection with the management of salaries, conditions of employment, and working from home office arrangements (including security and own insurance)

Communications

The Clerk will:

- manage the PC's website and ensure it is accurate and up-to-date
- identify items to post on the BPC website and write and post in the Parish Newsletter
- devise ways to communicate with the community in order to find out their priorities and requirements
- attend, as a representative of the Council, the conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies
- work co-operatively with the media to promote the role and a positive public perception of the Council
- work with Councillors in the preparation of Press Releases and other media engagement; and issue and monitor outcomes from all Press Releases ensuring that the Council's legal responsibilities have been adhered to, that the reputation of the Council is protected, and that there is consistency of style
- act as the representative or spokesperson of the Council as required
- ensure that social media is managed in ways appropriate to the Council's profile and integrity

Other

The Clerk will:

- attend monthly evening meetings of the Council and occasional Committees and other events as necessary
- ensure the requirements of the Transparency Code and GDPR are met
- maintain and manage the BPC website in line with WCAG
- prepare and publish parish newsletters in line with councillor and working party recommendations
- prepare and post notices on the parish notice-boards
- maintain and update the Parish Assets Register
- arrange appropriate Parish Council Insurance Policies and cover
- carry out such other responsibilities and functions as shall from time to time be required by the Council e.g. attending West Lancs Clerks' Liaison meetings
- ensuring WCAG website compliance for accessibility for all

*Certificate in Local Council Administration (training provided by NALC/Lancs Training Partnership/SLCC)



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PERSON SPECIFICATION **ROLE of CLERK to the PARISH COUNCIL and RESPONSIBLE FINANCIAL OFFICER**

Qualifications	Essential	Desirable	Useful
5 GCSEs and 2 A levels	x		
Education to Degree standard		x	
Hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards it		x	
Be prepared to undertake additional training as necessary	x		
Experience	Essential	Desirable	Useful
Experience in a similar administrative role			x
Experience of Local Government structure and processes		x	
Experience of running HMRC PAYE payroll	x		
Knowledge/Skills/Abilities/Personal Qualities	Essential	Desirable	Useful
Possess a good command of English language, be able to write clearly and concisely, and speak clearly and effectively	x		
Have excellent organisational skills	x		
Be able to prioritise tasks and have good time management skills	x		
Be self-motivated, and work efficiently under pressure and to dead-lines	x		
Be capable of exercising diplomacy, discretion and assertiveness, with councillors, members of the public and representatives of outside agencies		x	



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Be adaptable and able to respond to changing demands and circumstances		x	
Be willing to work during the evening and (as the Parish Council meets during the evening)	x		
Work effectively in a team and be able to relate well to colleagues		x	
Contribute to the aims and objectives of the Parish Council		x	
Be able to project a positive image of Parish Council within the local community		x	
Have knowledge of financial management, procedures and controls and have the ability to prepare and maintain budgets	x		
Ability to undertake Risk Assessments		x	
Be computer literate with Microsoft ,Publisher, Word and Excel		x	
Knowledge or experience in updating a website (with Wordpres) and producing a newsletter (with Publisher)		x	
Have experience in research, using search engines and the internet	x		
Have own Transport			x