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| Part Time Parish Clerk -Simonstone |
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| Reference No: SM01**(scp range 18 - 22) £12.98 to £14.02 per hour****Part Time: 4.5 hours per week**Simonstone Parish Council are looking for a new Parish Clerk. Situated along the A671 and A678 , Simonstone has a stable resident population but is an active Council involved in social events, environmental improvements and a range of support services for residents of all ages. We are a proactive Council who work hard and promote a vibrant village communityThe successful candidate will have experience at dealing with the financial and Legal aspects of Local Government and have the appropriate skills to perform administrative, budgetary and personnel functions within the Council. Good organisational and I.T skills are also essential requirements. Ideally, the applicant should hold a Certificate in Local Council Administration or be prepared to undergo training to achieve this.This is a part-time post with some flexibility on the working hours and the successful applicant will be expected to work from home as the Parish Council does not have their own office. In return, we are offering a salary in accordance with the National salary scale for the National Association of Local Councils, based on the applicant's experience. |

**To find out more, please call Councillor David Peat, telephone number : 07538 674420, email: davidpeat1@yahoo.co.uk****For an application pack, call 01200 414596 (24-hour answerphone).** **Completed application forms should be sent to Mr D Peat, 1 Haugh Avenue, Simonstone, Burnley, BB12 7HZ****Closing date for applications: Friday 25 February 2022****Interviews will be held: Wednesday 9 March 2022** |  |
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**SIMONSTONE PARISH COUNCIL**

#### JOB DESCRIPTION

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| **1.** | **JOB TITLE:** | Part Time Parish Clerk / Responsible Financial Officer (4.5 hours per month) |
| **2.** | **REFERENCE:** | SM01 |
| **3.** | **SALARY SCALE:** | (scp 18-22) £12.98 to £14.02 per hour |
| **4.** | **RESPONSIBLE TO:** | Chairman of the Parish Council |
| **5.** | **JOB PURPOSE:** | To be the proper officer of the Parish Council and undertake all statutory duties including serving and issuing of all notifications required by law of a Local Authority’s Proper Officer. |
| **6.** | **MAIN DUTIES:** |  |
| **6.1** | To be responsible for ensuring that the instructions of the Parish Council in connection with its functions as a Local Authority are carried out. |
| **6.2** | To advise the Parish Council on and assist in the formation of overall policies to be followed in respect of the Authority’s activities. |
| **6.3** | To produce all information required for making effective decisions and to implement constructively all decisions. |
| **6.4** | To be accountable to the Parish Council for the effective management of all its resources and to report to them as and when required. |
| **6.5** | To be responsible for all the financial records of the Parish Council and the careful administration of these finances. |
| **6.6** | To prepare and circulate agendas, reports and minutes. |
| **6.7** | To action the decisions of the Parish Council. |
| **6.8** | To brief the Chairperson prior to Parish Council meetings. |
| **6.9** | To keep records of all correspondence and general administration, including custody of all legal documents, deeds, insurance policies and all other records etc. |
| **6.10** | To prepare accounts for auditing, including the preparation of annual estimates.  |
| **6.11** | To maintain financial records of payments and collection of accounts. |
| **6.12** | To be responsible for the updating of the Parish Council website and Facebook page. |
| **6.13** | To prepare all statutory returns. |
| **6.14** | To prepare reports to the Parish Council. |
| **6.15** | To maintain records of insurance policies and any other registers. |
| **6.16** | To manage any charity funds under the jurisdiction of the Parish Council. |
| **6.17** | To liaise with Ribble Valley Borough Council, Lancashire County Council and any other third parties on Parish Council matters. |
| **6.18** | To undertake such other duties of a similar nature and responsibility level, which may be allocated to the post from time to time by the Parish Council. |
| **6.19** | To adhere to the Parish Council’s policies including equalities and health and safety. |

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| Signed (Postholder): |  | Dated: |  |
| Signed (Line Manager): |  | Dated: |  |

SIMONSTONE PARISH COUNCIL

PERSON SPECIFICATION

JOB TITLE: PART TIME PARISH CLERK

REFERENCE NO: SM01

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| ATTRIBUTES | **ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS** |
| **1. EXPERIENCE** |  |
| Previous experience of clerical/admin duties. | **E** |
| Proven experience of budget setting, financial control and VAT. | **E** |
| **Experience of working with computer accounting packages.** | **E** |
| **Practical experience of Servicing Committees.** | **E** |
| Previous Parish Clerk experience. | **D** |
| Experience of Project Management. | **D** |
| **2. QUALIFICATIONS** |  |
| Educated to GCSE level, with a good standard of literacy and numeracy, ie Maths and English at grade C (equivalent to the new grade 4) or above. | **E** |
| Administration and Bookeeping qualifications. | **D** |
| Completion of, or working towards, the Certificate in Local Council Administration or other recognised related qualification(s). | **D** |
| **3. SKILLS/KNOWLEDGE** |  |
| Working knowledge and understanding of Parish Council practice and functions. | **E** |
| Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors. | **E** |
| Ability to produce accurate minutes and agendas. | **E** |
| **3. SKILLS/KNOWLEDGE** |  |
| **Ability to deal with other authorities and agencies and promote the image of the Parish Council.** | **E** |
| **Good working knowledge of IT systems including Microsoft Word and Excel.** | **E** |
| **Able to update the Parish Council Website and Facebook pages.** | **E** |
| Ability to work unsupervised and organise own workload | **E** |
| **4. PERSONAL QUALITIES** |  |
| Excellent oral and written communication skills with the ability to build good relationships with Councillors. | **E** |
| Ability to provide objective advice to Councillors in a timely and coherent manner. | **E** |
| Ability to deal with people in an understanding manner, whilst displaying firmness as appropriate. | **E** |
| Ability to deal with matters on a confidential basis. | **E** |
| A flexible and adaptable approach. | **E** |
| A commitment to ongoing professional development. | **E** |

PT PARISH CLERK – SIMONSTONE PARISH COUNCIL