

## **Bryning with Warton Parish Council**

### **Vacancy for Parish Clerk and Responsible Financial Officer (RFO)**

**Please note this is an updated job description and revised pay scale**

Bryning with Warton Parish Council is a dynamic Parish Council seeking to appoint a highly motivated, enthusiastic person to take on the role of Clerk to the Parish Council (Proper Officer) and Responsible Financial Officer (RFO).

The post is part-time for up to 30 hours per week, and the clerk will work from both the newly appointed office, adjacent to Blackburn Pavilion at Bridges Playing Field Warton and from home depending on requirements. These hours of work are flexible except for attendance at Parish Council related meetings. Monthly meetings are held at Warton Village Hall on the first Tuesday of the month. Attendance at other meetings will be required, although there will opportunities to negotiate with the Assistant Clerk, as necessary. The ability to administer the day to day management of the Parish Council and its employees is an essential criterion for this post.

The exact salary scale point will be dependent upon qualifications and experience and will be paid in line with NALC SCP Pay Scale LC2 29-32 at £19.41 per hour to £20.90 per hour for up to 30 hours per week.

Relevant qualifications and experience are desirable and applicants will either hold or work toward the CiLCA (Certificate in Local Council Administration) qualification, and thereafter maintain the status of a qualified Clerk and RPO, completing additional training as it becomes available, all of which will be fully funded by the Parish Council. Consideration will also be given to candidates with experience of administration and finance.

It is desirable applicants have practical and procedural knowledge of a Parish Council and be able to effectively organise policy and practice. Supervisory support will be given by the previous clerk and RFO, dependent on experience, to assist with the practical and procedural knowledge of Bryning with Warton Parish Council.

Applicants are required to work within recognised procedures and are required to organise their own workload. The work involves making decisions as to when and how duties are to be carried out and responding independently to unanticipated problems and situations. They will have direct responsibility for the supervision, direction, co-ordination, and training/development of other employees. The role will involve the allocation of work to a small team, checking of work, and the direction of staff, including, where appropriate, on-the-job training. They will ensure staff appraisals are carried out and contracts and job descriptions are updated as required

As the Proper Officer of the Parish Council the Clerk's duties will include acting as adviser to the Parish Council, minute taking, compiling the agendas, dealing with correspondence received and compiling correspondence on behalf of the Parish Council. All duties will be negotiated and shared with the Assistant Clerk and will include organising files and folders to ensure transparency and availability to the Parish at large, receiving and making email

communication and telephone calls in a timely manner, compiling the Parish Council's annual Newsletter, administering the Parish Council's website and social media platforms, and being the first point of contact for residents and external agencies.

As a Responsible Financial Officer (RFO) they will be responsible for the preparation of budgets, the balancing and reconciliation of the Parish Council's accounts and preparation of records for audit purposes, complying with Financial Regulations. They will be responsible for receiving and reporting on invoices for goods and services to be paid for by the Parish Council and prepare financial reports for the Parish Council and its committees, as well as advise on setting the precept for each financial year. They will be responsible for the overall supervision and management of Parish Council staff in keeping with the policies and procedures, and to undertake all necessary activities in connection with the management of salaries, pensions, conditions of employment and work of other staff.

Applicants must have excellent written and oral communication skills for this role and be capable of working effectively with Parish Councillors and the public, as well as a wide range of outside bodies.

If you feel you could fulfil this role, please apply by sending a copy of your CV and a covering letter explaining what you feel you could bring to the role and how you fulfil the requirements of the job specification.

If you wish to contact the Chairperson to discuss the job specification you can do so via the email address below.

**The closing date for applications is 5.00pm on Friday 29<sup>th</sup> November 2024 with interviews taking place in December with a view to being in post for the New Year.**

**Applications should be sent to Cllr Angie Normanton (Chairperson for Bryning with Warton Parish Council)**

email: [angelanormanton@gmail.com](mailto:angelanormanton@gmail.com)