

# Claughton-on-Brock Parish Council

## PARISH CLERK VACANCY

Clerk and Responsible Financial Officer to the Council (PART TIME – 6 HOURS PER WEEK)

Salary Range: SCP 13-22: £28,163 – £32,654 per annum PRO-RATA (Actual Pay)

## 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:

The Parish Clerk,

Claughton-on-Brock Parish Council

6 Station Way

Garstang

PR3 1DN

You must include in your application information which: -

Sets out how you meet the personal 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 Monday 17<sup>th</sup> March 2025 Interviews will take place during March on dates to be advised.

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 Angela Nicholls the Parish Clerk on 07548 686364 or email [clerk@claughtononbrockparishcouncil.org](mailto:clerk@claughtononbrockparishcouncil.org) for an informal discussion.

# CLAUGHTON ON BROCK 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 AGM attend the AGM and implement any decisions made at the Meeting which are agreed then 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 correct financial records are kept and internal controls are in place to support both internal and external audit regimes.
6. Ensure that proper employment records are kept to comply with legislative requirements and 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 and the Village Hall Management Committee.

##### 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.
9. Ensure that the Council's obligations and responsibilities for the Cloughton Memorial Village Hall (which is owned by the Council) and its surroundings are properly fulfilled and any matters needing to be addressed on behalf of the Council are dealt with expeditiously.

## Governance

10. 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.
11. Monitor implemented policies to ensure they are achieving the desired result and, where appropriate, suggest modifications.
12. Ensure that the Council's obligations in relation to health and safety are properly met.
13. Ensure that all operations of the Council are timely and procedurally correct.
14. Take appropriate action to ensure that all Council elections and co-options are undertaken in accordance with legal requirements.

## Staff

16. Supervise contractors employed by the Council in accordance with the policies of the Council and undertake all necessary activities in connection with the management of payments and contractual conditions of employment.

## Communication

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

## Continuous Professional Development

19. Study reports and other data on the 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.
20. Attend training courses or seminars on the work and role of the Clerk as required by the Council.
21. Work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
22. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

## Other

23. To act as the representative or spokesperson of the Council as required.
24. Build relationships and work closely in collaboration with other village organisations such as the Memorial Hall Management Committee membership, the village school staff and others as instructed by the Council.

**CLAUGHTON ON BROCK PARISH COUNCIL**

**CLERK AND RESPONSIBLE FINANCIAL OFFICER PERSONAL SPECIFICATION**

***Education and Qualifications:***

Good education to ordinary level (5 GCSEs (or equivalent) at grades A-C including Maths and English.

Hold Certificate in Local Council Administration or equivalent or be willing to work towards obtaining it.

Skills, Knowledge, and Experience of providing administrative support to service meetings.

Able to keep accurate financial records and prepare financial statements and reports and to write clear and accurate reports and correspondence

A good verbal communicator, able to work with a wide variety of people.

Able to supervise contractor(s) within defined frame of reference.

Good IT skills, internet, emails, word, spreadsheets, and website administration.

Good organisational skills, able to prioritise workloads and meet deadlines.

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. Understanding and commitment to equal opportunities.

Experience of working in local government or as a parish clerk or other similar role.

Experience of committee processes and procedures.

Experience of accounts and book-keeping.

Experience of organising public events and functions.

Understanding of health and safety management.

***Personal Qualities:***

Able to maintain good relationships with councillors, other staff, the public and other external organisations.

Able to project a positive image of the Parish Council and the local community.

Reliable and enthusiastic with an attention to detail.

Flexible approach to hours and the ability and willingness to work outside of normal business hours if required.

Willingness to undertake relevant training.

Full driving licence and use of vehicle.

# Claughton on Brock Parish Council

## Application Form

### Clerk and RFO

Please complete in black ink and print where possible

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

**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).	



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**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):

### Additional Information

Please provide any additional information you feel will support your application

### 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 form 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, lead to dismissal.

## DECLARATION

***I, the undersigned, declare that the information given by me on this application form or otherwise in connection with my application (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.***

Signature

Date