

ANSDELL AND LYTHAM PARISH COUNCILS

INTERIM (FIXED TERM) PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER (JOINT APPOINTMENT)

JOB DESCRIPTION

Responsible to: Ansdell Parish Council and Lytham Parish Council. Hours: 37 per week.
Status: Fixed term 1 April 2025 to 30 September 2025.
Salary Scale: National Joint Council Scale LC3, SCP 28 - £37,938

Job Purpose:

This is a joint appointment for both Ansdell Parish Council and Lytham Parish Council of an Interim Clerk and Responsible Financial Officer (RFO). The role will be pivotal in establishing each of the new Parish councils, which are set to be operational from 01 April 2025.

This position is crucial for ensuring each Council's readiness and effective functioning post-establishment and in leading the process to appoint a permanent Parish Clerk and Responsible Financial Officer for each Parish Council.

Until permanent appointments are made to each Council, to carry out all functions required by law of a Parish Council Proper Officer and Responsible Financial Officer in a timely manner and to issue all statutory notifications.

Key Duties and Responsibilities:

- **Policy and Procedure Development:**
 - Draft and implement essential policies and practices, including financial systems, standing orders and delegation schemes, to ensure each council operates efficiently and in compliance with legal standards and statutory requirements.
- **Meeting Administration:**
 - Investigate and research opportunities for premises for each council to hold its meetings.
 - Develop a basic committee structure for each Council and draft terms of reference for these bodies.
 - Prepare and publish, in consultation with appropriate members of each Council, agendas for meetings of each Council (and their Committees) in accordance with all statutory requirements and prepare minutes for approval.
- **Fylde Borough Council liaison:** Working with Fylde Borough Council (FBC) officers to:
 - prepare for the councillors taking up office in each Council,
 - establish banking arrangements for each Council
 - identify a potential external auditor and competent internal auditor for each Parish Council to consider appointing.
- **Business Planning:**
 - Develop a comprehensive business or forward plan that outlines each council's future responsibilities, focusing on administration and operations.
- **Staff Recruitment:**
 - Lead the recruitment process for a permanent Clerk/RFO for each Council and then ensuring a smooth transition when handing over duties and responsibilities to the successful candidates.
- **Financial Oversight:**
 - Establish robust financial management systems, oversee budgeting processes and ensure transparent financial reporting for each Council.
 - Inform HMRC of the existence of each Parish Council for the purposes of reclamation of VAT on each Council's non business supplies.
- **Stakeholder Communication:**
 - Serve as the primary point of contact between the public, council members and external bodies, facilitating effective communication and fostering positive relationships.
 - Develop and launch a website for each Parish Council.

Qualifications and Skills:

- **Leadership Abilities:** Demonstrated experience in leading teams and managing organisational change.
- **Effective Communication:** Proficiency in conveying information clearly to diverse audiences, including the public, council members, and external organisations.
- **Financial Acumen:** Strong background in financial management, including budgeting, financial reporting and the implementation of financial controls.
- **Strategic Planning:** Ability to develop and execute strategic plans that align with each council's objectives and community needs.
- **Adaptability:** Capacity to navigate the challenges associated with establishing two new councils and implementing new systems and processes. To undertake such other reasonable duties commensurate with the level of the post and job purpose as required by each Council from time to time.

This role is integral to the successful launch and operation of both Ansdell and Lytham Parish Councils, requiring a professional who is both visionary and pragmatic, with a commitment to public service and community development.

This is a full time role as it is a joint appointment and will cover two councils, although it is envisaged that the Clerk/ Responsible Financial Officer for each Council when permanently appointed will not be full time appointments.