

Tugby & Keythorpe Parish Council

Clerk & Responsible Financial Officer VACANCY

Due to the retirement of the present postholder, applications are invited for the post of Clerk and Responsible Financial Officer to Tugby & Keythorpe Parish Council.

Qualifications

- Good communication skills both written and verbal.
- Good IT skills including MS Excel.
- An understanding of basic accounting processes.
- Ability to work on their own.
- Knowledge of the area would also be an advantage.
- Having attained or working towards the Certificate in Local Council Administration.

The Clerk will work from home on a self-scheduling basic but will need to work some set hours to cover meetings which are held in the evening about ten times per year. The total hours will average out at four hours per week.

Tugby & Keythorpe Parish Council is an Equal Opportunity Employer.

Training will be offered. Salary will be based on local government pay scales depending on qualifications and experience within the National Joint Council for Local Government Services pay scales. The starting salary will be NJC Point 9- £20,344 pro rata.

Ideally, the successful applicant should be available to commence work on 1st May 2019. Application by CV.

Closing Date for applications: 15th April 2019.

Tugby & Keythorpe Parish Council

Clerk & Responsible Financial Officer JOB DESCRIPTION

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law, of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk is accountable to the Council for the effective management of all its resources and will report to it as and when required.

The Clerk is the designated Responsible Financial Officer and responsible for all financial records of the Council and the administration of its finances.

If any statute, regulation or order confers any functions, or imposes any duties, upon the Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

Specific Responsibilities

- To ensure that statutory provisions governing or affecting the running of the Council are observed.
- To prepare agendas for and attend meetings of the Council and its committees, prepare the minutes thereof and deal with all agreed actions arising therefrom.
- To administer, monitor and balance the Council's accounts including payroll, PAYE and workplace pensions schemes, and prepare records for Audit, HMRC and VAT purposes.
- To manage and supervise employees of the Parish Council.
- To receive all items of correspondence and documents on behalf of the Council and to deal with them appropriately.
- To manage and administer the Council's land and properties, owned or rented, and hire of artboards.
- To preserve and maintain the Parish Council's documents in accordance with the Council's policy on document retention.
- To handle all queries and complaints from the public and the press on behalf of the Council.
- To manage the Parish Council's website.
- To liaise with other tiers of local government in Leicestershire.

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Clerk & Responsible Financial Officer PERSONAL SPECIFICATION

SKILL	ESSENTIAL	DESIRABLE
Interpersonal skills	Ability to liaise with a range of people both from within and external to an organisation.	Experience of liaising with members of the public, contractors and suppliers face to face or by telephone
Written skills	Good standard of written English, a pass at GCSE or above. Able to deal with and respond to correspondence and emails.	Experience of minute taking, creating agendas and minutes.
Organisational skills	Ability to work without direct supervision. Ability to organise work schedules and deadlines. Ability to maintain appropriate records.	Previous experience of a self-directed work situation.
IT skills	Good IT skills including MS Excel. Understanding of basic website management.	IT qualification
Accounting skills	Understanding of basic accounting processes.	Previous experience of maintaining financial records, preparing accounts for audit and preparing budgets.
Data Management skills	Understanding of the role of Data Manager	Some knowledge of the principles of GDPR.
Knowledge of the local area		Some knowledge of the local area.

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Clerk & Responsible Financial Officer GENERAL INFORMATION

Tugby & Keythorpe Parish Council was formed on 4th December 1894 following the Local Government Act of that year. Parish Councils replaced the former parish ecclesiastical meetings which were held in the church vestry. The Revd Hugh Parry was the first Chairman of the new Parish Council, providing continuity during a time of great change in local democracy.

The Parish Council is a corporate body with five elected members. Councillors debate and decide actions but legal responsibility rests with the Council. A member cannot make decisions or take responsibility for specific actions, and all councillors must accept and respect the decisions of the council. The council employs a part-time Clerk.

Meetings are open to the public. They start with an open session about any item on the agenda.

Councillors do not receive a salary or an allowance, but out-of-pocket expenses are covered. Elections are held every four years when all councillors must be re-elected or stand down. Vacancies arising between elections can be filled by co-option.

Please send your CV and covering letter by email to:

contact@stephenbutt.co.uk

Closing Date – Monday 15th April 2019.