

# Vacancy for Parish Clerk & Responsible Financial Officer

Heddon Parish Council is a small parish within Northumberland. The Council has 9 Councillors. The Parish Council are seeking to appoint a person with administrative experience to take on the role of Parish Clerk and Responsible Financial Officer. The position is available from 4<sup>th</sup> July 2022. A full hand over with the current clerk is available along with ongoing training as required.

The position is flexible and home-based for 14 hours per week, with attendance at monthly meetings which take place on the 2nd Wednesday of every month at 19.00 hours. A laptop and printer are provided. Salary and conditions will be based on the NALC / NJC model. Salary will be within the scale SCP 13 – 17 (£11.97 - £12.95 per hour) depending on qualifications and experience. Administrative and financial experience would be an advantage. CiLCA qualified clerks are welcomed and rate of pay will reflect this. Non CiLCA trained clerks will receive a wage increase upon completion. You must have excellent organisational and communication skills alongside a working knowledge of using Microsoft office. The role requires the applicant to be self-motivated, to manage their workload appropriately in line with Council deadlines and to work independently.

## **Main duties include:**

Arranging, publicising and attending 11 Council meetings per year. Meetings are on the 2nd Wednesday of the month at 19.00 hours, Heddon Village Library.

Preparing agendas, meeting documentation and writing minutes.

Maintaining Council files and records.

Monitoring local planning applications and arranging Councillors attendance at local planning liaison group meetings.

To attend to correspondence on a day-to-day basis, including liaising with District and County Councils, local organisations and the public as required.

To implement the Council's decisions.

Managing and updating the Council website, notice boards and Facebook page.

Managing Council assets and arranging maintenance where appropriate in conjunction with the Assets Officer.

Ensuring current legislation and procedures are adhered to by informing and advising the Council and updating Council policies, processes and risk assessments.

Acting as the Responsible Financial Officer including managing the Council's finances. This includes preparing the annual budget, payment of invoices, monitoring the use of CIL, reclaiming VAT, arranging insurance, completing end of year accounts and the annual audit process.

To act as the Data Protection Officer for the Council.

To attend training as required.

For further information on the Parish Council please see the website or contact the Clerk, Louise Pringle via email: [heddonpc@gmail.com](mailto:heddonpc@gmail.com)

A job description is available on the Parish Council's website.

To apply please submit a CV and covering letter via email or post by the closing date, Wednesday 1<sup>st</sup> June 2022. Interviews are expected to take place in mid-June.

[heddonpc@gmail.com](mailto:heddonpc@gmail.com) or Heddon Library and Business Centre, Towne Gate, Heddon on the Wall

## **JOB DESCRIPTION – CLERK TO THE COUNCIL**

### **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 in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit Purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees. Other than where such duties have been delegated to another Officer.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the

Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

9. To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

12. To act as the representative of the Council as required.

13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

14. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.

15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.

18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.