

PULBOROUGH PARISH COUNCIL

Clerk to the Council & Responsible Financial Officer

37 hours per week, including attendance at evening meetings

Starting salary depending on experience

Range LC2 (SCP24–28) £31,099-£34,723 pa

Working from The Parish Office, Swan View, Lower Street, Pulborough

Pulborough Parish Council is seeking to appoint an individual as full time Clerk to the Council & RFO to join the team of councillors.

The Clerk is responsible for ensuring the smooth running of the Parish Council's administration, the delivery of services and projects and ensuring that the Parish Council meets its statutory requirements and obligations. As Responsible Financial Officer, the successful applicant will be responsible for the administration of the Parish Council's financial affairs.

The position is primarily office based but with flexibility for some home working, and the role typically includes at least two evening Council meetings per month plus other meetings when necessary.

The successful person will have the drive, determination, organisational skills and attention to detail to manage a varied and interesting workload. Excellent administration, bookkeeping, IT and communication skills would be an advantage. This is an excellent opportunity for someone who wishes to become involved with the life of a semi-rural community.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors on key projects to plan and implement the aims and objectives of the Council. As Responsible Financial Officer you will work together with the Council's Chairman of Finance & Policy and Council Chairman to set annual budgets.

Experience in a similar role would be preferred, as would an appropriate qualification, however the Parish Council will support the appointed person to study for the Certificate in Local Council Administration (CiLCA) qualification if not possessed. The ideal applicant would have financial and administrative experience, including knowledge of Rialtas Accounting software and an understanding of local government, however, training can be provided. The appointed person should be able to demonstrate enthusiasm for working with residents of a semi-rural community.

To download an application pack including a Person Specification, Job Description and Application Form, please visit:
www.pulboroughparishcouncil.gov.uk.

Please note that CVs will not be accepted, applicants must complete and return an application form to apply.

Closing date for applications: 21st June 2023

Interviews anticipated w/c 26th June 2023 (please advise dates you cannot attend when applying)

Pulborough Parish Council

Job Description –Clerk & Responsible Financial Officer

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 Clerk is 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 and issue, in consultation with appropriate members, notices and agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council, including any committees and sub-committees, 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. To be responsible for supervision of the Council's website and social media content.
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 his/her 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 Chairman, 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 SSALC Ltd. , Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required

Pulborough Parish Council

Person Specification

(To be used when shortlisting applicants for interview)

Attributes	Essential	Desirable
1. Education/Qualification: <ul style="list-style-type: none"> ➤ CiLCA ➤ Prepared to study for CiLCA ➤ 2 'A' Levels or equivalent ➤ Financial Qualification 	 	
2. Skills and Knowledge: <ul style="list-style-type: none"> ➤ Able to interpret and implement complex procedural guidelines and instructions ➤ Able to produce reports for councillors after analysing incoming information ➤ Fully conversant with Word, Excel spreadsheets and Power Point ➤ Proven strong numerical skills ➤ Knowledge of Employment Legislation and Health and Safety requirements ➤ Proven budget management/financial procedures ➤ Be able to drive and hold a current UK driving licence 	 	
3. Previous Experience: <ul style="list-style-type: none"> ➤ Knowledge of local government roles of County/District/Parish councils ➤ Managing a budget and financial systems ➤ Attended & minuted meetings ➤ Managing people/line managing and supervision of personnel 	 	
4. Attitudes and Disposition: <ul style="list-style-type: none"> ➤ Persuasive and confident communicator ➤ Committed to Service Delivery (Customer Care) ➤ Flexible approach to work ➤ Able to work irregular hours; weekend courses, evening meetings etc. ➤ Ability to prioritise workload ➤ Resilient 	 	

Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	
Personal Details	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Asylum and Immigration Act 1996. It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Pulborough Parish Council that the Asylum and Immigration Act 1996 is being complied with.	
Do you require a work permit to work in the UK?	Yes/No
References	
<i>(please refer to the Guidance Notes for Job Applicants on page 6)</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you know this person and in what capacity?	How long have you know this person and in what capacity?
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

Present or Most Recent Employment

Name of Employer:

Address of Employer:

Post Code:

Job Title:

Dates employed:

Current or final salary:

Period of notice required:

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from
and to

Name & Address of
Employer

Job Title and outline of main
responsibilities

Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

(please refer to the Guidance Notes for Job Applicants on page 6)
If further space is needed, please continue on a separate A4 sheet.

Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Pulborough Parish Council's Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Pulborough Parish Council.

Additional Information

Driving Licence:

Do you hold a current driving licence? Yes/No
If YES, please state the type of licence you hold:

Are you a car owner? Yes/No
If NO, do you have access to a car? Yes/No

Do you have any current endorsements? Yes/No
If YES, please specify:

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent Yes / No

Data Protection: The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.

Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

When posts require regular travel throughout Sussex & Surrey, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References be taken up if you are the successful candidate following the interviews.