

# **BARROW GURNEY PARISH COUNCIL**

## **PARISH CLERK & RFO – JOB DESCRIPTION**

### **Overall Responsibilities**

The Clerk to the Parish 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 all decisions constructively. 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 (RFO) 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 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 and management are properly met.
4. To prepare, in consultation with the appropriate members, 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 and all meetings of its committees and sub-committees.
6. To receive and deal with, in accordance with the council's procedures, any or all correspondence and documents.
7. To receive and report on invoices for goods and services for the council and to ensure such accounts are met. To issue invoices on behalf of the council and to ensure payment is received.
8. To study reports and other data on activities of the council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the council.
9. To draw up reports on his/her own initiative and as a result of suggestions by councillors. To present these reports for consideration by the council. To advise on the practicality and likely effects of specific courses of action.
10. To undertake all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff.
11. To monitor the implemented policies of the council to ensure they are achieving the desired results and, where appropriate, suggest changes.
12. To act as the representative of the council as required.
13. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the Parish Meeting and to implement the decisions made at the Parish Meeting, as agreed by the council.
14. To prepare, in consultation with the chairman, press releases about the activities or decisions of, the council.
15. To attend training courses or seminars as required by the council.

16. To work towards the achievement of the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of clerk to the council.
17. To participate in the North Somerset Internal Audit Panel of which the Parish Council is a member. To conduct the annual internal audit of another participating Council as per the arrangements of the Panel.

# Barrow Gurney Parish Council

## PARISH CLERK – PERSON SPECIFICATION

Key Criteria	Essential	Desirable
<p><b>Education and Qualifications</b></p>	<p>High level of numeracy and literacy.</p>	<p>Holds or is willing to obtain the Certificate in Local Council Administration (CILCA) within 12-18 months of appointment.</p> <p>Other relevant, recognised professional qualifications.</p>
<p><b>Competences</b> (Knowledge, abilities, skills, experience)</p>	<p>Ability to take clear and accurate minutes of meetings.</p> <p>Experience of financial management including budget setting and budget monitoring.</p> <p>Ability to analyse and communicate data, write clear and accurate reports and correspondence.</p> <p>Proficient user of Microsoft Word and Excel and comfortable using Zoom software or similar.</p> <p>Ability to research and identify relevant information and act on it in a timely way.</p> <p>Ability to build effective working relationships with Council members, staff and a range of stakeholders.</p> <p>Ability to work effectively alone with minimal supervision.</p>	<p>A working knowledge and understanding of local government structure and practices.</p> <p>Past experience in local government.</p> <p>Experience of community engagement.</p> <p>Ability to manage projects; delivering results to an agreed timescale and within budget.</p> <p>Proactive and confident in the use of other IT solutions (e.g. file sharing), website management and a range of social media.</p> <p>Understanding of website accessibility regulations and ability to create accessible word, excel and pdf documents.</p>
<p><b>Other requirements</b></p>	<p>Willingness to work evenings when Council or committees meet.</p> <p>Willingness to undertake training and take responsibility for own professional development.</p> <p>Able to move around the parish in order to attend meetings and engage with residents and others.</p>	<p>Full driving license and access to own vehicle.</p>

# Barrow Gurney Parish Council

## Application Form - *Private and Confidential*

Please complete ALL sections and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	<b>Parish Clerk &amp; Responsible Financial Officer</b>
Personal Details	
Surname:	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)	
Immigration, Asylum and Nationality Act 2006	
<b>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 us that the Asylum and Immigration Act 1996 is being complied with.</b>	
Do you require a work permit to work in the UK? If yes, please provide details:	
Relationship to any Council member/employee	
To your knowledge, are you related to any member or employee of the council? If Yes, please provide details:	<b>Yes / No</b>
<b>Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.</b>	

**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

**Training**

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

Course Title	Organisation	Dates

**Membership of Professional Institutions**

Institute	Level of Membership	Year of Award

**Other Experience**

Experience	From/To

**Information in Support of Your Application**

If further space is needed, please continue on a separate A4 sheet

**References**

<b>Referee 1</b>	<b>Referee 2</b>
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known 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.**



### 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 permits our 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 with the council.

### Additional Information

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, nul and void.

#### Data Protection:

If I accept employment with Barrow Gurney Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

Name:

**Please submit this application form by 12 noon on Friday, 15 January 2020 to [barrowgurneyclerk@gmail.com](mailto:barrowgurneyclerk@gmail.com) with the subject: Vacancy – Clerk & RFO**

**The Council reserves the right to extend the deadline for applications in the event insufficient suitable applications are received.**