****

**Clerk/RFO - Recruitment Pack**

**ADVERT**

**VACANCY FOR PARISH CLERK/RESPONSIBLE FINANCE OFFICER**

YAXHAM PARISH COUNCIL requires a clerk/RFO for immediate start.

Part Time – typically 6 hours/week, but varies depending on meetings and reporting requirements.

Applications are invited for the role of Parish Clerk / Responsible Finance Officer to Yaxham Parish Council, and involves advising and implementing the various decisions made by the council, as well as ensuring their legal and financial obligations are met.

The role is home based, requires internet access, a telephone and access to a car. The council holds a typically 10 evening formal meetings during the year. The council is also responsible for organising the Yaxham Annual Parish Meeting and managing various assets in the Parish and the Parish Charity.

Ideally applicants should have prior experience of both a clerk and RFO roles and be familiar with the formal reporting requirements of parish councils, including but not limited to governance and accounts reporting.

Applicants must be conversant with Word and Excel, have excellent communication skills, good presentation skills, be familiar with raising agendas and writing minutes, carrying out bank reconciliations, collating and providing financial reports and completing annual returns.

Please include relevant qualifications, such as professional and/or SLCC ILCA/CiLCA or similar.

Salary NJC/NALC/SLCC pay scales depending on experience and qualifications.

For a full job description and to apply in the first instance please contact:

Vice-Chairman Ian Martin:- ianrmartin@btinternet.com or call 01362 854248

Closing date for applications: 14th September 2018

**Person Specification - Clerk To The Council**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Preferred** |
| **Educational qualifications** | Good general educationMust undertake all necessary training to achieve Certificate in Local Council Administration  | Maths and English GSCE pass as a minimum.A recognised qualification in local government administration.Certificate in Local Council Administration Local Policy Qualifications (University of Gloucestershire) |
| **Work experience** | Administration experience.Experience of using manual/computerised accounting/pay systems.Experience of dealing with the public. | Membership of, or Officer to, a Parish Council.Knowledge of relevant Acts of ParliamentPrevious local government experience.Knowledge of the planning system and of Neighbourhood PlanningExperience of attending and minuting meetings. |
| **Practical skills** | IT skills including a good working knowledge of word and excel and searching the internet.Ability to problem solve. Good organisation skills.Good communication skills, oral, written letters & reportsSelf reliant and self motivated. | Ability to understand the legal framework in which the Parish Council operates.IT skills including maintaining website, Dropbox or similarAbility to keep simple accounting records |
| **Circumstances** | Effective time management as a lone worker Home telephone (landline) and internet connection.Car owner with available vehicle and current driving licence. | Can work on own initiative.Time to commit to personal development and willing to undertake training. |
| **Other** | Able to attend evening meetings in Yaxham and demonstrate flexibility as required. |  |

**Job Descriptions:**

**CLERK TO THE COUNCIL**

**Overall Responsibilities**

The Clerk to the Council/Town Clerk 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.
 Or to monitor the work of a designated other officer designated the Responsible Financial Officer.

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

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

12. 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.

13. To issue notices and prepare agendas and minutes for the Parish Charity: to attend the meetings of the Parish Charity 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 CiLCA (or equivalent) 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 meetings of relevant bodies, as a representative of the Council as required.

**RESPONSIBLE FINANCIAL OFFICER**

A Responsible Financial Officer (R.F.O) must be appointed by all Local Councils under section 151 of the Local Government Act 1972. The Duties of the R.F.O are:

1. Prepare financial reports to Finance Committee, and/or Council. Reports to cover Budget monitoring, Fund Balances, Receipts to date, payroll summary, payment of accounts, and on the relevant current matters.

2. Prepare draft estimates. When approved by Council to form annual budget, monitor during year and report thereon.

3. Submit precept to Council.

4. Enter regularly (daily if necessary) all money received and expended by the Council.

5. Ensure that all money due to the Council is billed (where appropriate) promptly, and in all cases is collected promptly.

6. Identify the duties of all individuals, including him/herself dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to significant transactions. In other words ensure that there is as much internal checking as possible in a small authority.

7. Manage cash flow and control of transfers and investments.

8. Control of cheques.

9. Overall management of payroll. Ensure prompt payment of tax and national insurance to the

Collector of Taxes either monthly, or where appropriate quarterly.

10. Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.

11. Review verifications and code (where necessary) suppliers' invoices, prior to certification for payment.

12. Ensure that the Internal Auditor has access to all necessary paperwork and that the internal auditor presents reports to the Council.

13. Prepare and balance final accounts in accordance with the Audit and Accounts Regulations as amended and report thereon.

14. Produce accounts and records for external audit in accordance with the Audit and Account Regulations, as amended 2006

15. Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.

16. Monitor compliance with the Council's Financial Regulations and ensure correct financial systems in place.

17. Manage the Insurance Risk and process claims as necessary.

18. Maintain Council's Register of Property and Assets.

**Application Form**

**Position applied for: Clerk and RFO to Yaxham Parish Council**

|  |  |
| --- | --- |
| **Surname** | **Forenames** |

**Home address:**

|  |
| --- |
|  |
|  |
|  |
|  |

**Address for communications (if different)**

|  |
| --- |
|  |
|  |
|  |
|  |

**Telephone number:**

**Home: Work:**

**Mobile:**

**EDUCATION:**

Give details of secondary, further and higher education

|  |  |  |
| --- | --- | --- |
| **Name of establishment** | **Start date** | **Finish date** |
|  |  |  |

**QUALIFICATIONS**

Please enter in summary form your academic and professional qualifications

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level** | **Date** |
|  |  |  |

**PARTICULARS OF PAST EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Start date** | **Finish date** | **Position held and duties undertaken** | **Salary range** |
|  |  |  |  |  |
| **With reference to the Job Description and person specification, please describe the skills, abilities and past experience that you would bring to this post** |

**ADDITIONAL INFORMATION**

Please give any further information which you consider relevant to your application

|  |
| --- |
|  |

**REFEREES**

Please give the name, occupation, telephone number and postal address of two people (not related to you) to whom reference can be made. One should be your current or most recent employer. References will NOT be taken up prior to interview.

|  |
| --- |
| **1.**  |
|  |
|  |
| **2.** |
|  |
|  |
|  |

Canvassing directly or indirectly will disqualify the candidate concerned

**I declare that the information contained in this form is to the best of my knowledge correct.**

**Signature Date**

**Completed application forms should be emailed to: yaxhamparishclerk@gmail.com**

**Or posted to:**

**Ian Martin (Vice - Chairman)**

**Yaxham House, Norwich Road, Yaxham, Norfolk NR19 1RH**