

Sutton at Hone Parish Council
Parish Clerk and Responsible Financial Officer

Sutton at Hone and Hawley Parish Council are looking for a new team member who is motivated and organised, with experience in administration and bookkeeping, and excellent IT and communication skills.

You will need to be proactive in supporting our Councillors and our residents and taking an interest in village affairs.

Working from home mostly, you will need to be able to work independently, attend one evening meeting a month, attend daytime site meetings around Sutton at Hone and Hawley where necessary, and liaise closely with our other staff member and councillors.

Reporting to the Council you will be required to organise meetings, draft minutes, prepare documentation, research supporting information and follow up on actions, and meet with contractors.

As Responsible Financial Officer you will manage the Council's accounts and budget. You will also liaise with many other organisations and groups in this key role and be responsible for managing the Parish Council's assets.

Although an appropriate qualification would be preferred, the Parish Council will support the successful applicant following appointment to study for the Certificate in Local Council Administration (CILCA) qualification, along with any other appropriate training.

Part time: 25 hours per week.

Rate of Pay: £13-£20 per hour depending on experience and qualifications.

Place of work: Home-based with evening attendance at meetings (typically one evening every month).

The job description is attached below, and the application form is available from clerk@suttonathoneandhawleyparishcouncil.gov.uk

For any queries, please contact krisha.white@suttonatoneandhawleyparishcouncil.gov.uk

The completed application form should be sent by email to clerk@suttonathoneandhawleyparishcouncil.gov.uk

The closing date for application is 25/10/24.

Interviews will take place w/c 4/11/24.

Sutton at Hone and Hawley Parish Council

Job Description – Parish Clerk & RFO

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 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.

This post requires:

- Excellent administrative and organisational skills
- Experience of financial record keeping/book-keeping
- Good IT skills
- Excellent written and verbal communication skills online, on the telephone and face to face

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.
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.
8. To issue allotment agreements and invoices for allotment holders and bank all monies received.
9. 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.
10. 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.

11. To assist with all necessary activities in connection with the management of Payroll administration, liaising with the Payroll Bureau as necessary.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. 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.
15. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To work towards obtaining CILCA as a minimum requirement for effectiveness in the position of Clerk to the Council.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: we suggest membership of your professional body The Society of Local Council Clerks.
19. To attend the Conference of KALC, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

