

FELPHAM PARISH COUNCIL



CLERK TO THE COUNCIL AND
RESPONSIBLE FINANCIAL OFFICER:

INFORMATION
JOB ADVERTISEMENT
AND JOB DESCRIPTION

MAY 2021

(Revision 1)

About the Council:

As the first level of government, Felpham Parish Council is the channel for action on much of the local infrastructure that we take for granted. We are organised into five Committees: Main Council, Finance and Administration, Planning, Licensing and Neighbourhood Plan, Allotments and Open Spaces and finally Projects and Resilience. These committees can be supported by working groups if required.

Main Council and the Committees each meet monthly. Meetings are normally held on the first three Tuesday evenings of each month:

- Main Council on the 1st Tuesday.
- Planning, licensing and Neighbourhood plan followed by Finance and Administration on the 2nd Tuesday.
- Allotments and Open Spaces followed by Projects and Resilience on the 3rd Tuesday.

Meetings start at 18.15 and are usually concluded by 20.15.

Some of our actions or responsibilities include: Paying for free parking in two local car parks, ensuring the grass verges and footpaths are kept tidy and make grants to causes which benefit Felpham residents. We are responsible for two local allotment sites, other open spaces and have an extensive list of assets, such a street lighting and benches for which we are responsible for. We also own and run, through a manager the Community Hall on Blakes Mead

We monitor all planning applications in the Parish and, using our local knowledge, we advise Arun District Council of the action we believe that they should take.

Each year we propose various projects aimed at enhancing our village and improving the facilities for our residents and visitors. Every summer, we organise a Fun on the Prom event, usually in August which culminates in a spectacular firework display. Our Felpham Emergency Resilience Group has received high praise and featured on national television and continues to support our community when needed.



JOB ADVERTISEMENT

FELPHAM PARISH COUNCIL
CLERK TO THE COUNCIL AND
RESPONSIBLE FINANCIAL OFFICER(RFO)

Closing Date:	11 th June 2021
Workplace:	Working from the council office in Meaden Way, Felpham (some home working may be possible.)
Hours:	Full time, 37 hours per week.(incl some evenings)
Rate of pay:	Salary range £40,876 TO £44,863. (rate will depend on qualifications and experience)
Address:	Felpham Community Hall, Meaden Way, Felpham, West Sussex PO22 8FA

Felpham Parish Council is recruiting for a Parish Clerk.

We're looking for someone who's enthusiastic about delivering quality services for the community.

The Parish Clerk has overall responsibility for managing the operations of the parish council and its facilities. As the 'Proper Officer' of the council, the Clerk has responsibility for all of its financial and administrative affairs, including the custody of council documents, GDPR compliance and records. The Clerk also acts as the Responsible Financial Officer

Candidates must have extensive experience in administration, a good understanding of local government, experience of dealing with finances and budget and strong communication and IT skills.

You must be a good team player, flexible, persuasive, diligent, tactful, able to work independently and manage a diverse range of work.

You will hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards it.

Holiday entitlement is calculated in accordance with the statutory guidelines and is currently 5.6 weeks per holiday year excluding Bank Holidays. There is also a workplace pension scheme.

Application details:

Full job description, person specification and the application form can be found on the Parish Council Website: www.felphampc.gov.uk

For an informal discussion about the role, email the Clerk at clerk@felphampc.gov.uk who will then arrange a convenient time to contact you.

The application form, which can be found on the Parish Council Web page, along with a covering letter should be sent:

Via email to: clerk@felphampc.gov.uk OR

Posted to: The Clerk, Felpham Parish Council, Felpham Community Hall, Meaden Way, Felpham, West Sussex, PO22 8FA

Applications must be received no later than 12.00 on Friday 11th June 2021

Interviews: These are expected to take place in mid to late June 2021.

If you are the right person this is an exciting opportunity for you to work for a proactive and vibrant council.

JOB DESCRIPTION

CLERK TO THE COUNCIL AND 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 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 and lawful administration of its finances.

There is one direct report to the role, a part time Assistant to the Parish Clerk and the control and management of this position, including that of mentoring and/or development is the responsibility of the Clerk.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed. To guide and support the Council ensuring all these requirements are complied with.
2. To monitor and balance the Council's accounts and prepare records for audit purposes. To control the Council's budget, including VAT and provide reports, ensuring that the finances of the Council are administered properly and lawfully.
3. Undertake the role of Responsible Financial Officer, undertaking all necessary management of salaries, conditions of employment and work delivery.
4. To ensure that the Council's obligations for Risk Assessment are properly met and to manage health and safety to ensure the well-being and safety of all who visit or work in the facilities managed by the Council.
5. To prepare, in consultation with appropriate members, agendas and papers for *all meetings of the Council and its Committees. To attend such meetings and prepare minutes for approval. *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. This may include visiting sites of particular relevance to the Council and reporting on their condition.
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 on his/her own initiative and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To manage the performance of the Assistant to the Clerk as their line manager. Ensuring their performance supports that of the Clerk. Actively work with other members of staff 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. Ensuring they are reviewed annually and are fit for purpose. To bring proposed changes to the attention of the Council for consideration and/or approval.
12. To act as the representative of the Council as required. Engage with the local community to proactively build partnerships and relationships.
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 the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
19. You will be working with the support of the Assistant to the Clerk. This will include up to four Tuesday evenings a month from 18:00 for around 2.5 hours. The remaining hours can be flexible but may include some additional meetings and training.

Job Specification

The key requirements of the successful candidate are as follows: **Essential/Desirable**

Education, qualifications and achievements

Good general standard of education, including English & Maths GCSEs	Essential
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Hold Certificate in Local Council Administration (CiLCA) or equivalent, be working towards this, or be prepared to undertake this training.	Essential
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Knowledge and experience

Experience in an administrative role, preferably within local government	Essential
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Experience of committee processes/procedures and/or an understanding of local government law/practice	Essential
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Experience of working with budgets and managing finances	Essential
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Experience of partnership working (in statutory/voluntary/private sector)	Desirable
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Experience of project management and grant funding applications	Desirable
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Experience of a customer service role	Desirable
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Knowledge of the local area and its issues	Desirable
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Skills and abilities

Excellent communication skills (able to write and speak clearly, concisely and understandably.)	Essential
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IT skills (eg Office 365, spreadsheets, not exclusive)	Essential
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Experience of updating websites and managing social media, or a willingness to train to do these	Essential
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Personal qualities and attributes

Proven organisational and interpersonal skills	Essential
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Good team player, able to build rapport with a wide range of people	Essential
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Ability to work calmly to deadlines under pressure	Essential
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Assertive, tactful and diplomatic	Essential
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Enthusiastic for the delivery of quality services for the community	Essential
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Willing to work up to evenings per month	Essential
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Hold Full Driving Licence and own car	Desirable
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