



Collingham Parish Council

Job Description

Clerk/Responsible Financial Officer

Context

Accountable To	The Council
Hours	Part-time 20 hours per week
Salary	LC2 SCP 18–23, £16.35 to £17.85 per hour, depending on experience and qualifications. This is equivalent to £31,537 to £34,699 full-time per annum.
Contract	Permanent
Location	Home working and office based. Laptop and phone will be provided. Office located at The Library, High Street, Collingham Meetings are held in the evening in Youth & Community Centre, Low Street, Collingham. On site visits in Collingham will be required at times

Job Description

The Clerk is the Chief Officer of the Council and is responsible for advising and supporting the Council and its members, carrying out the business of the Council between meetings, and engaging with the wider community, the district and county council and other partners.

Specific Duties include:

1. To convene meetings of the Council on the fourth Thursday evening of the month, its Committees and Working Groups and, in liaison with the relevant Chairperson, prepare agendas, pre-meeting briefings and reports for the Council's approval.
2. To attend all meetings of the Council and all meetings of its committees and sub-committees, provide advice on procedure and ensure accurate minutes are prepared and presented for approval.
3. To ensure the Council meets its statutory and other legal requirements, and to ensure compliance with Standing Orders and other council policies.
4. To act as the front-face of the Parish Council for residents, other councils and wider partners.
5. To implement the Council's decisions and take decisions when delegated to do so.
6. To manage all aspects of the Parish Council premises;
 - Organising and overseeing regular maintenance e.g. grass cutting, hedge cutting, litter removal.
 - Cemetery – includes liaising with funeral directors and families in the organisation of burials and memorial stones; ensuring that accurate records are kept.
 - Swinderby Road Play Park – includes ensuring play equipment is safe and well maintained.

- Parish Field – managing grounds maintenance.
 - Liaising and managing the Parish Council responsibilities to tenants and leaseholders at The Hub (Library), Village Centre, Platinum Field and Jubilee Room.
7. To work with Councillors to source and apply for funding grants where appropriate.
 8. To ensure the Council's obligations for risk assessment and management are properly met including health and safety measures and arranging all insurances.
 9. To receive correspondence and documents on behalf of the Council and to deal with them appropriately, bringing them to the attention of the Council as required in a timely manner. To issue correspondence as a result of instructions or the known policy of the Council.
 10. To work with the Parish Council to research, prepare and develop policies, procedures and strategies for the Council's approval.
 11. To monitor the implemented policies of the Council to ensure they are having the desired impact and, where appropriate, suggest modifications.
 12. Monitoring and managing CIL-funded projects and expenditure, including tracking budgets, maintaining records, preparing Council reports and ensuring funds are spent transparently and in accordance with relevant requirements.
 13. To work with the Council to prepare newsletters/reports/communications for circulation to residents.
 14. To manage and co-ordinate volunteers supporting Council activities and projects.
 15. To prepare responses to planning applications with reference to material planning considerations, the Collingham Neighbourhood Plan and wider planning policy.
 16. To support the Council's involvement in community environmental initiatives such as Britain in Bloom or equivalent green schemes.
 17. To work towards attaining and maintaining Local Council Award Scheme accreditation.
 18. To maintain the Parish Council website, ensuring it meets statutory requirements and that information is up to date, relevant and accessible.
 19. To provide advice, support and guidance to councillors.
 20. To supervise any other member 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.
 21. To act as the representative of the Council as required.
 22. To draw on both their own initiative and suggestions by Councillors to devise proposals for consideration by the Council. To then consider and advise on practicability and likely effects of a specific course of action.
 23. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attending training courses, briefings and conferences on the work and role of the Clerk.
 24. To work towards CiLCA qualification as a minimum requirement for effectiveness in the position of Clerk to the Council if this is not already in place.
 25. Understand the need for confidentiality, maintain secure records where needed and ensure that the requirements of GDPR legislation are met.
 26. As Responsible Financial Officer:
 - a. To manage and monitor the Council's accounts, ensuring they balance.
 - b. To prepare financial reports using the council financial software system on all relevant matters as required by the Parish Council or wider partners.

- c. To help prepare the annual budget and to complete process to raise precept.
- d. To ensure invoices are paid and/or raised in a timely manner.
- e. To meet the requirements of the audit process.
- f. To ensure that VAT is reclaimed annually.
- g. To manage the pension contributions and ensure returns are submitted as required to the Council's pension provider and the Pensions Regulator.
- h. To manage the payroll process and to ensure that tax and NI is accurately calculated and paid, and returns are submitted as required to HMRC.
- i. To seek to ensure value for money and effective utilisation of all Council resources.

Person Specification		
	Essential	Desirable
Education	<ul style="list-style-type: none"> • GCSE or equivalent in English & maths • Educated to A'level or degree equivalent 	<ul style="list-style-type: none"> • Financial qualification • Certificate of Local Council Administration (CiLCA) – ideally part-way through or already held
Experience	<ul style="list-style-type: none"> • Working in a public sector/ business/professional setting at decision making level • Budget management • Project management and working in partnership to deliver projects • Use of Microsoft applications • Supervising or managing staff • Dealing with the public • Dealing with and managing difficult conversations 	<ul style="list-style-type: none"> • Experience as a clerk or in local government • Use of local council finance software (currently using Easy PC Accounts) • Minuting meetings • Management of facilities and grounds • Knowledge of the Collingham village and community
Knowledge and Skills	<ul style="list-style-type: none"> • Strong verbal communication skills – able to engage confidently and empathetically with members of the public and other contacts • Excellent written English is required. • Good administrative skills • Ability to assimilate a variety of viewpoints and establish common understanding • Ability to solve problems in an inclusive manner • Ability to produce reports and present information coherently 	<ul style="list-style-type: none"> • Understanding of risk management • Knowledge and experience of health and safety legislation and practice

CPC Job Description: Clerk/Responsible Financial Officer

	<ul style="list-style-type: none">• Manage own time efficiently to set targets and meet deadlines• Ability to use own initiative and take a pro-active approach to tasks.	
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