



ASLOCKTON PARISH COUNCIL

Clerk to the Council, 3 Jackson Court, Farndon, Newark, Notts, NG24, 3TS

Email: clerk@aslockton-pc.org.uk Tel: 07873 886585

Are you our new Clerk/Responsible Finance Officer?



About the Role

Aslockton Parish Council requires a part-time Parish Clerk/Responsible Financial Officer. You will be working with a team of local councillors for the benefit of the residents of Aslockton. This varied post will suit someone interested in the local community and local government. You will have good communication, administrative and numeracy skills and will be able to use computer spreadsheets, email and office software. If not already CiLCA qualified you will be required to undertake relevant training.

Job Description

Hours of Work

This a part time role averaging at 7 hours per week. You will be working from home.

Salary

The role is graded as on the National Joint Council pay scale and starts at SCP14 subject to qualifications equivalent to £12.00 per hour.

Pension

You will have opportunity to join the Nottinghamshire Local Government Pension Scheme.

Holidays

You will receive 22 days annual leave plus 8 bank and public holidays (pro-rata).

Title:	Clerk to the Council/Responsible Finance Officer
Reports to:	Aslockton Parish Council
Location:	Aslockton – working from home and in the parish of Aslockton.
Salary:	£4,366 p.a. for 7/37 hour week

Duties:

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.
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.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees.
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
8. goods and services and to ensure payment is 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
11. Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To supervise any other members 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.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. 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.
16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
18. 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.
19. 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.
20. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

Person Specification

The specification below is how we work out if you are the right person for the job and is used to determine if you will get an interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training detailed in the Education and Training section if you do not have it. These criteria are assessed through the application form and at interview.

Requirement	Essential	Desirable
Qualifications /Education /Training	<ul style="list-style-type: none"> ▪ Good standard of literacy and numeracy (GCSE grade 6 in Maths and English or equivalent) ▪ Must undertake all necessary training 	<ul style="list-style-type: none"> ▪ Bookkeeping or accounting qualification ▪ CiLCA qualification

Experience	<ul style="list-style-type: none"> ▪ Office Administration ▪ Bookkeeping, accounting or payroll experience ▪ Experience of working in Local Government ▪ Minute taking. ▪ Meeting organisation 	<ul style="list-style-type: none"> ▪ Clerk or Councillor of Parish Council ▪ Event management experience
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of Local Government sector, and regulations/guidance as they relate to Parish Councils ▪ Knowledge of Health and Safety legislation 	<ul style="list-style-type: none"> ▪ Knowledge of the legal and financial procedures relating to local councils
Skills and Competencies	<ul style="list-style-type: none"> ▪ Computer skills (competent in use of emails, MS Office and other computer software) ▪ Letter and report writing skills ▪ Good communication and customer care skills to promote work of Parish Council in a positive way 	<ul style="list-style-type: none"> ▪ Confident of speaking in public ▪ WordPress website building
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to manage time effectively to ensure work of Council is carried out in a timely fashion ▪ Mature and confident to work alone and with minimal supervision ▪ Adaptable to changing circumstances 	<ul style="list-style-type: none"> ▪ Ability to work on own initiative ▪ Stay calm under pressure ▪ Enthusiastic and community-minded
Other	<ul style="list-style-type: none"> ▪ Able and willing to attend monthly evening Council meetings at Thomas Cranmer Centre or other physical venue ▪ Work occasional weekends ▪ Ability to inspect the Council's land and buildings ▪ Commitment to complete CiLCA qualification within 18 months of commencing duties 	<ul style="list-style-type: none"> ▪ Represent the Council at meetings and conferences

Ready to apply?

Excellent, we're glad you want to apply and we want to make it as simple as possible. All you need to do is download the application form from the website below, fill it in and e-mail it to:

clerk@aslockton-pc.org.uk

Alternatively, you can submit a paper copy by posting it to:

Aslockton Parish Clerk, 3 Jackson Court, Farndon, Newark, Notts, NG24 3TS

Please do note that the Council will only consider CVs if accompanied by a completed application form.

The deadline for applications is Wednesday, 06 October 2021.

To download the application form please visit: [Job Opportunity - Aslockton Parish Council \(aslockton-pc.org.uk\)](https://aslockton-pc.org.uk)