



- Job Title:** Clerk & Responsible Financial Officer
- Job Purpose:** To carrying out all the functions required by law of Council's Proper Officer.
- Responsible to:** The Parish Council – Generally Managed by the Staffing Committee.

Principal Duties and Responsibilities:

1. The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a council's Proper Officer, and in particular to serve or issue all the notifications required by law.
2. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a parish council are carried out.
3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.
4. The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances.
5. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.
6. The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates, and will commit themselves and the Council to an ethos of public service.

Ensuring compliance with legal duties:

1. To ensure that statutory and other provisions governing or affecting the running of the council are observed, including advising the council as to the requirements of existing and new legislation.
2. To prepare, in cooperation with the chairman of the council estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the council, and the basis for the precept to be submitted to the district council.
3. To prepare financial reports on all relevant matters, monitor and balance the council's accounts and prepare records for audit and value added tax purposes.
4. To ensure that the council discharges properly its obligations regarding health and safety and risk assessments.
5. To ensure that the council's obligations in respect of insurance are properly met.

6. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees.
7. To attend meetings of the Council or Committees as required and prepare minutes for approval.
8. 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 or the known policy of the council.
9. To manage the ordering of goods and services supplied to the council and ensure they are properly paid for. To issue invoices for goods and services supplied by the council and ensure proper payment is received. To prepare reports for the council on payments and receipts.
10. 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 to and discussion by the council.
11. To draw up both on his or 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.
12. To supervise any 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 issue notices and prepare agendas and minutes for the parish meeting (an annual event): if required, 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 manage the council's website, ensuring that it's content of is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection; and to ensure that it remains technically suitable to the needs of the council.
16. To manage the council's burial ground.
17. To prepare, in accordance with the appropriate rules agreed by the council, news releases about the activities and decisions of the council and to respond to media enquiries in accordance with the same rules.
18. To comply with the Freedom of Information and Data Protection Acts.
19. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the council, including attendance at training courses and seminars on the work and role of the clerk/assistant clerk, as required by the council.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Clerk at the date written. It is prepared for the benefit of both the post holder and the council in

understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village. Some of these duties may be executed by other employees of the council.



Person Specification: Clerk & Responsible Financial Officer

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English & Maths	GCE 'O' Level/GCSE grade C or equivalent as a minimum
Some financial management experience	Budgeting, keeping financial records
Local Government knowledge	Some knowledge of Local Government organisation and operation
Skills	
Ability to complete necessary training	e.g. the Certificate in Local Council Administration (CILCA)
Computer skills	Word-processing, spreadsheets, internet, email etc (Council has Microsoft 365 Subscription)
Staff Management	Some staff management experience
Excellent written communication	Experience of servicing meetings, writing reports, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People skills	Experience of dealing with the public / difficult people
Customer service skills	Experience of providing excellent customer services
Problem-solving skills	Initiative to solve problems
Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings / weekend functions
Team player	Able to work well with others

DESIRABLE

Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CILCA, Cert HE in Community Governance
Financial management	Experience of reading and presenting management accounts
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law etc.
Local Knowledge	Knowledge of the main issues affecting the area
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer Skills	Use of databases, website management, social media
Creative ability	Able to contribute to the design of newsletters / posters etc
Presentation skills	Able to use equipment and speak confidently in public
Other	
Car driver	Has vehicle available for business use, due to the size of the Parish



GORING-ON-THAMES PARISH COUNCIL

Appendix A

Goring on Thames Parish Council
Gardiner Pavilion, Upper Red Cross Road, Goring, Reading RG8 9BD
Clerk@GoringParishCouncil.gov.uk

STAFF VACANCY

Clerk & Responsible Financial Officer

The Parish of Goring-on-Thames is located in the District of South Oxfordshire, within the Chilterns Area of Outstanding Natural Beauty (AONB) with an Electoral Roll circa 2750.

Applications are invited for the post of Clerk and Responsible Financial. This is an office / site based, part time, permanent vacancy for XX hours per week. It is not possible to fulfil the requirements of this role solely from home, and involves some evening meetings. A parish council laptop and mobile phone will be provided, in addition to the Council equipment for use at the Council Offices.

Salary offered is pro rata to the national scale LC2 (24-28) of between £29,174 and £32,798 a year for a full time (37 hrs a week) equivalent. The Parish Council currently enrolls the Clerk into the Local Government Pension Scheme.

The successful candidate will play an integral role in serving the parishioners of the Civil Parish of Goring-on-Thames and will be responsible to the parish council as a corporate body.

For further information, an application pack is available to download at <https://www.goringparishcouncil.gov.uk/> or please contact the present Clerk by emailing Clerk@GoringParishCouncil.gov.uk.

Closing date for applications: **4.00pm on Monday 30th May 2022**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. Applications should be marked confidential and for the attention of the Parish Clerk.