

Evenwood & Barony Parish Council

Randolph Community Centre, Stones End, Evenwood, Bishop Auckland, DL14 9RE

Clerk Vacancy Advert

Contract Type	Permanent
Working Pattern	Up to 7 hours per week, including 1 evening per month
Advert end date	Closed for applications on 26/01/2024 17:00hrs
Salary	LC2 (24-28) £31,099 – £34,724 FTE 37 hours (pro-rata per annum & skills and experience dependant)
Job Title	Clerk/Responsible Officer
Location	Evenwood & Barony

The salary for a qualified Clerk is based on LC2 (24-28) £31,099 – £34,724 FTE 37 hours (pro-rata per annum); this may vary depending on skills and experience.

We are looking for an excellent leader, manager and administrator who can help Members develop their vision for the council. The Parish Clerk will play a crucial role in turning words into action and ensuring the delivery of high-quality services to the residents of Evenwood & Barony Parish Council. The person appointed will be directly accountable to the Parish Council for the efficient and effective day to day management of the Council's operations. He/she will also be responsible for all financial transactions and administrative functions.

Candidates should have a proven track record in administration and financial management as well as good communication and organisational skills. This post requires candidates to have a clear understanding of local government, and an excellent record in administration, policy, project management, communication and strategic thinking. Practical experience of a welfare ground and allotments management is highly desirable. Excellent IT skills are essential and attendance at evening meetings will be required, this will usually be one per month.

The appointed Clerk would ideally have or be willing to work toward the Certificate in Local Council Administration (CiLCA). If you are a self-motivated individual capable of working without direct supervision; able to plan your own workload and that of others to meet specific deadlines; have enthusiasm and a flexible 'can do' attitude we would like to hear from you.

Candidate information including job description and person specification is found below and on the website <https://www.evenwoodandbaronypc.org.uk/Clerk-RFO-JD>.

For further information about the work of the Parish Council please go to our website <https://www.evenwoodandbaronypc.org.uk>

For an informal discussion regarding the post please contact Cllr Bob Bolden on 07551 564884 or Cllr Barbara Medhurst on 01388 832689 and send your CV with expression of interest to the Randolph Centre at the above address for the attention of Cllr Barbara Nicholson, Chair.

The closing date for applications is Friday 26th January 2024 at 5.00pm.

Interview date: Date TBC

Evenwood & Barony Parish Council

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Parish Clerk and RFO to Parish Council

Job Description

Overall Responsibilities

The Clerk to the Parish Council will be the Proper Officer of the Parish 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 Parish Council in connection with its functions are carried out.

The Clerk is expected to advise the Parish Council on, and assist in the formation of, overall policies to be followed in respect of the Parish Council'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 Parish 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 Parish Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that all systems and procedures for internal control, audit and good governance are effectively maintained.
4. To ensure that the Council's obligations for Health and Safety and Risk Assessment are properly met.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council and Committees. To attend such meetings and prepare minutes for approval.
6. To attend all meetings of the and all meetings of its committees and subcommittees, as required.
7. To receive correspondence and documents on behalf of the Parish Council and to 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.
8. To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met.
9. To study reports and other data on activities of the Parish 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 use his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Parish Council and to advise on practicability and likely effects of specific courses of action.
11. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and ensure they are reviewed as necessary.
12. To identify external funding opportunities and to develop and submit appropriate bids as agreed by the Parish Council.

13. To issue notices, prepare agendas and minutes for the Parish Council Meetings: to attend the meetings of the Parish Council and to implement the decisions made at the meetings that are agreed by the Council.
14. To prepare, in consultation with the Councillors, press releases about the activities of, or decisions of, the Council.
15. To maintain and keep up to date the Parish Council's website with activities, news and events as required, as well as uploading of meeting agendas and minutes on a monthly basis.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
18. To seek procure items, ensuring best value in line with our financial regulations
19. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Person Specification

All items are essential unless otherwise stated

Education

- GCSE grade A*-C (9-4) Maths and English, or equivalent qualification
- Proficient in the use of the Microsoft Office suite of programmes and a variety of software
- Holds Certificate in Local Council Administration (CiLCA) qualification or a willingness to work towards

Skills

- Excellent organisational skills with the ability to manage own workload, work independently, organise multiple tasks and achieve results without close supervision
- Creativity and resourcefulness to help identify solutions to problems
- A good eye for detail, including the ability to research and produce accurate information
- Ability to ensure that all systems and procedures for internal control, audit and good governance are effectively maintained
- Ability to identify external funding opportunities and to develop and submit appropriate bids

Experience

- Proven experience in preparing meeting agendas and producing minutes
- Report writing and record keeping
- Comprehensive understanding of financial processes, including the ability to reconcile bank statements, to monitor and manage income and expenditure and produce monthly reports
- Experience of working in a public sector environment
- Previous experience of maintaining and updating a website
- Knowledge of Pay As You Earn (PAYE) system (desirable)

Attributes

- Ability to develop relationships with internal and external contacts
- Must possess high standard of integrity
- A 'can do' attitude
- A flexible approach and willingness to learn and develop
- The desire to make a significant contribution to the community by supporting elected members to improve the parish