



Wales Parish Council
133B Wales Road
Kiveton Park
Sheffield
S26 6RB

Tel. No. 01909 515784

Email: office@wales-pc.org.uk

Vacancy for Parish Clerk and Responsible Financial Officer [RFO]

Full Time up to 37 Hours

Wales Parish Council is seeking to recruit to the post of Clerk and RFO to the council a highly motivated person with a wide variety of skills. The position would suit someone who has previous experience of working in local government and managing staff.

The post is full time with a core working week of 30 hours and attendance at evening meetings, typically twice a month. The successful applicant will preferably hold the Certificate in Local Council Administration qualification or be willing to undertake the appropriate training and study to obtain the qualification. The job role has recently been revaluated by the SLCC [LCC Consultancy] and is based on the NJC Pay Scales points 24-28 £28,672 to £32,234 (pro-rata) pay award pending.

As the Clerk will be the Responsible Financial Officer, the successful candidate will be appointed on NJC SCP Point 28. The council will enrol the successful applicant in a workplace pension scheme.

The annual budget is around £200,000 and the parish currently has a population of around 7000. The council is the trustee of Wales Recreation Ground and owns recreational land at three other sites in the village. There are two council allotment sites and a strip of land that is licensed for car parking. The clerk manages five members of staff.

For informal enquiries or an application pack, please contact the parish office on 01909 515784 or by email at office@wales-pc.org.uk.

Application packs can be downloaded from the website: www.wales-pc.org.uk

Closing Date: Monday 06 December 2021

WALES PARISH COUNCIL

JOB DESCRIPTION

CLERK AND RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL

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 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. Other than where such duties have been delegated to another Officer.
- 5) To attend all meetings of the Council and all meetings of its committees and sub committees, 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.
- 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 both on his/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.
- 10)** 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.
- 11)** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 12)** To act as the representative of the Council as required.
- 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 Clerk's, and other relevant bodies, as a representative of the Council as required.

WALES PARISH COUNCIL
PERSON SPECIFICATION

| CLERK and RFO | | | |
|-----------------------------|--|-------------------------|----------------------------|
| Attribute | Job requirements | Essential/ Desirable | Evidence |
| Experience | 5 years' experience of working in local government including committee administration. | Desirable | Application Form/Interview |
| | Experience of monitoring budgets and preparing financial statements and final accounts. | Desirable | Application Form/Interview |
| Skills | Ability to communicate effectively, either orally, in writing or electronically and to present views positively. | Essential | Application Form/Interview |
| | Possesses a high degree of literacy and numeracy. | Essential | Application Form/Interview |
| | Possesses excellent organisational skills. | Essential | Application Form/Interview |
| | Good project management skills. | Essential | Application Form/Interview |
| | Computer literate in relevant software packages. | Essential | Application Form/Interview |
| | Ability to develop relationships with people at all levels in the organisation. | Essential | Application Form/Interview |
| | Ability to work efficiently and effectively under pressure and on own initiative. | Essential | Application Form/Interview |
| | Ability to manage other employees. | Essential | Application Form/Interview |
| | Experience in dealing with the public. | Desirable | Application Form/Interview |
| Knowledge/ Qualification | Knowledge of all tiers of local government and their inter-relationship. | Desirable | Application Form/Interview |

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|---------------------|---|-----------|----------------------------|
| | Either holds Certificate in Local Council Administration or is willing to work towards obtaining CiLCA. | Essential | Application Form/Interview |
| | Willing to undertake any additional required training. | Essential | Application Form/Interview |
| Equal Opportunities | A knowledge, awareness and commitment to equal opportunities policies. | Essential | Application Form/Interview |
| Other Requirements | Availability to attend evening meetings, at least twice monthly. | Essential | Application Form/Interview |
| | Ability to maintain confidentiality. | Essential | Application Form/Interview |



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APPLICATION FORM*

*Please continue on a separate sheet if necessary.

Application for employment as: Clerk and RFO to Wales Parish Council

| Personal details | | | | |
|--|-----|--------------------------|----|--------------------------|
| Title: | | | | |
| Name: | | | | |
| Address: | | | | |
| Postcode: | | | | |
| Email: | | | | |
| Telephone: | | | | |
| Mobile: | | | | |
| National Insurance No: | | | | |
| Do you hold a current clean and valid driving licence? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Groups: | | | | |
| Expiry date: | | | | |
| Details of endorsement (if none, please insert "N/A") | | | | |
| Have you ever been convicted of a criminal offence? <i>(declaration subject to the Rehabilitation of Offenders Act 1974)</i> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you have a current right to work in the UK? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If no, please provide details. | | | | |

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

| | | | | |
|---|------|--|----|--|
| | | | | |
| Education: Schools attended | | | | |
| School: | From | | To | |
| School: | From | | To | |
| School: | From | | To | |
| Qualification(s) obtained: | | | | |
| | | | | |
| Education: College/University attended | | | | |
| College/University: | From | | To | |
| College/University: | From | | To | |
| College/University: | From | | To | |
| Qualification(s) obtained: | | | | |
| | | | | |
| Employment history | | | | |
| Present/previous employer: | | | | |
| Address: | | | | |
| Postcode: | | | | |
| Dates employed from: | From | | To | |
| Job title: | | | | |
| Rate of pay: | | | | |
| Reason for leaving: | | | | |
| No approach will be made to your present employer before an offer of employment is made to you. | | | | |
| Main duties of the job: | | | | |
| | | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this position: | | | | |

References

Please give details of two persons from whom we can obtain a work and character reference.

| | |
|------------|--|
| Employment | Name: Company name: Address: Position: Telephone: Mobile: |
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|----------|--|
| Personal | Name: Address: Telephone: Mobile: |
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Please note here any membership you hold of professional bodies, including grade of membership or other relevant details.

Personal development

Please provide details of any courses, membership, voluntary work or responsibilities that you have obtained and that you consider relevant to your suitability for the role of parish clerk, with outcomes where applicable.

Experience

Please tell us about your experience (if any) of working in local government, and the significance of acts of Parliament for the way in which parish councils and other local councils are administered and conduct their business.

Please give details of your experience (if any) of monitoring budgets and preparing financial statements and final accounts.

Skills

Please give an example of a task that you accomplished, the success of which was due to your oral or written skills (including electronic) and positive presentation of views.

Please tell us about a job you have done that required a high degree of literacy and numeracy.

Please give an example of your organisational skills.

Please describe a project that you managed, and the steps you took to ensure a satisfactory outcome.

How familiar are you with MS Word, Excel, and Sage payroll and accounts software systems? Please give examples of your use of such software.

Please tell us about your working relationship with junior and senior members of the organisation in which you work or worked.

Please give an example of a situation in which you had to work on your own initiative efficiently and effectively when under pressure.

Please tell us about your experience in managing several employees and how you would deal with a difference of opinion or dispute between some of them.

Please tell us about your experience in dealing with the public.

Knowledge/qualification

Can you describe the structure of local government and the relationship between parish councils and the other tiers of government?

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|--|-----|--|----|--|
| Do you hold the Certificate in Local Council Administration (“CiLCA”)? | Yes | | No | |
| If no, are you willing to work towards obtaining CiLCA? | Yes | | No | |
| Are you willing to undertake any additional required training? | Yes | | No | |

Equal opportunities

Please give examples of your knowledge, awareness and commitment to equal opportunities policies.

Other requirements

| | | | | |
|---|-----|--|----|--|
| Please confirm that you are available to attend evening meetings, at least twice monthly. | Yes | | No | |
|---|-----|--|----|--|

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|--|-----|--|----|--|
| Please confirm that you understand the requirement to treat some matters as confidential | Yes | | No | |
|--|-----|--|----|--|

We anticipate conducting interviews in late March. Please tell us of any dates in that month when you will not be available for interview.

I confirm that the above information is complete and correct and that any untrue or misleading information will give Wales Parish Council the right to terminate any employment offered. I understand that any offer of employment is subject to Wales Parish Council being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report where appropriate.

Signature: _____

Date: _____