

NORTON AND CUCKNEY PARISH COUNCIL

Clerk to the Parish Council: Job Description

Responsibilities and duties as:

1. Proper Officer

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To prepare agendas, in consultation with appropriate councillors, and issue notices for meetings of the Council (generally, an evening meeting each month) and the Annual Parish Meeting. To attend these meetings, either in person or remotely prepare minutes for approval and implement decisions made that are agreed by the Council.
- To liaise appropriately with the Chairman and Vice Chairman of the Council between meetings of the Council.
- To manage communication between the Council, the Parish and other stakeholders.
- To draw up on their own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects on specific courses of action.
- To study reports and other data on activities of the Council and on such matters bearing on those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields.
- To receive correspondence and documents on behalf of the Council and to deal with such correspondence and documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or known policy of the Council.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To attend training courses on the work and role of the Clerk as required by the Council. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- To appropriately manage information storage, including updating appropriate websites.

2. Responsible Financial Officer

- To manage the Council's finances, including their internet bank accounts, payment of staff (at present 1 street cleaner and a clerk) and PAYE returns.
- To monitor and balance the Council's accounts and prepare records for budget information, audit, VAT claims and the calculation of the Parish precept.
- To ensure that the Council's obligations to insure are properly met.
- To prepare and invite tenders for services on behalf of the Council.
- To receive and report on invoices for goods and service 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.

Norton & Cuckney Parish Council

Vacancy for a Parish Clerk/RFO

Part Time - Permanent

The parish of Norton and Cuckney is situated on the Welbeck Estate just south of Worksop. We currently have 8 parish councillors and 1 vacancy.

About the role.

The council is looking for a new Clerk/RFO to the council. The role is 15 hours per month with the possibility of more hours and working mainly from home. The starting salary will be between £10.44 and £11.53 per hour (LC1 point 7-12) depending on experience.

At present we meet once a month (except August) on the second Thursday in the month starting at 7.30pm and usually last around 2 hours. The meetings are held at the Norton & Cuckney Village Hall which you would be expected to attend.

The role includes taking minutes and distributing agendas (liaising with Chair) as well as dealing with any actions moving forward after meetings.

Also to act as Responsible Financial Officer (RFO) which requires a good level of numeracy and basic accounting skills, including preparing records for budgets, audit, vat, and the yearly present.

You will be responsible for all aspects of the legal and statutory requirements of the council as well as overseeing and advising on council decisions.

Candidates with previous local government experience including knowledge of the parish council sector will be welcome, although persons with transferable skills from other sectors would be seriously considered. A certificate in Local Council Administration (CiLCA) is desirable but not essential.

For further information or to apply, please send CV and covering letter to Mrs Lee-Ann Morton (Chair) of the council: leeannm.ncpc@gmail.com

Closing Date: 2nd July 2021