

Bryning with Warton Parish Council

Vacancy for Parish Clerk and Responsible Financial Officer (RFO)

Bryning with Warton Parish Council is a dynamic Parish Council seeking to appoint an experienced and highly motivated, enthusiastic person to take on the role of Clerk to the Parish Council (Proper Officer) and Responsible Financial Officer (RFO).

The post is part-time for 30 hours per week, where the clerk will be required to work from the newly appointed office, adjacent to Blackburn Pavilion at Bridges Playing Field Warton, Monday to Friday. These hours of work are flexible except for attendance at Parish Council related meetings. Monthly meetings are held at Warton Village Hall on the first Tuesday of the month. Attendance at other meetings will be required, as necessary. The ability to administer the day to day management of the Parish Council and its employees is an essential criterion for this post.

The exact salary scale point will be dependent upon qualifications and experience and will be paid in line with NALC SCP Pay Scale 13-18 at £13.97 per hour to £15.21 per hour.

Relevant qualifications and experience are desirable and applicants will be expected hold or to work towards the ILCA (Introduction to Local Council Administration) and CiLCA (Certificate in Local Council Administration), and the FILCA (Financial Introduction to Local Council Administration) qualifications, and thereafter maintain the status of a qualified Clerk and RPO, completing additional training as it becomes available.

Applicants must have practical and procedural knowledge of the Parish Council and be able to effectively organise policy and practice pertaining to the Parish Council. They must be computer literate and be able to organise and input the Parish Council Website, whilst also using relevant social media platforms to ensure Warton residents are kept informed of current events and actions.

Applicants are required to work within recognised procedures and are required to organise their own workload. The work involves making decisions as to when and how duties are to be carried out and responding independently to unanticipated problems and situations. They will have direct responsibility for the supervision, direction, co-ordination, and training/development of other employees. The role will involve the allocation of work to a small team, checking of work, and the direction of staff, including, where appropriate, on-the-job training. They will ensure staff appraisals are carried out and contracts and job descriptions are updated as required

As the Proper Officer of the Parish Council the Clerk's duties will include acting as adviser to the Parish Council, minute taking, compiling the agendas, dealing with correspondence received and compiling correspondence on behalf of the Parish Council. Other duties will include organising files and folders to ensure transparency and availability to the Parish at large, receiving and making email communication and telephone calls in a timely manner, compiling the Parish Council's annual Newsletter, administering the Parish Council's website and being the first point of contact for residents and external agencies.

As a Responsible Financial Officer (RFO) they will be responsible for the preparation of budgets, the balancing and reconciliation of the Parish Council's accounts and preparation of records for audit purposes, complying with Financial Regulations. They will be responsible for receiving and reporting on invoices for goods and services to be paid for by the Parish Council and prepare financial reports for the Parish Council and its committees, as well as advise on setting the precept for each financial year. They will be responsible for the overall supervision and management of Parish Council staff in keeping with the policies and procedures, and to undertake all necessary activities in connection with the management of salaries, pensions, conditions of employment and work of other staff.

Applicants must have excellent written and oral communication skills for this role and be capable of working effectively with Parish Councillors and the public, as well as a wide range of outside bodies.

If you feel you could fulfil this role, please apply by sending a copy of your CV and a covering letter explaining what you feel you could bring to the role and how you fulfil the requirements of the job specification.

If you wish to contact the Chairperson to discuss the job specification you can do so via the email address below.

The closing date for applications is 5.00pm on Friday 1st November 2024 with interviews taking place late November with a view to being in post for 2nd January 2025.

Applications should be sent to Cllr Angie Normanton (Chairperson for Bryning with Warton Parish Council)

email: angelanormanton@gmail.com