

CRONTON PARISH COUNCIL

Cronton Parish Council serves the village of Cronton, which has a population of 1,500. It is a forward-thinking and active council, with 8 elected and co-opted members.



JOB DESCRIPTION

CLERK TO THE COUNCIL

We are looking for an enthusiastic and self-motivated person to fill the role of Clerk and Responsible Financial Officer to the council – we will consider a job share/split role for Clerk/RFO. The Clerk is the proper financial officer of the Council and will be responsible for the day-to-day administration and financial affairs.

The successful applicant should have excellent communication skills, as well as being adaptable, and holding a strong working knowledge of IT – particularly Word and Excel. They will bring a knowledge and experience of working to deadlines, meeting administration, coordinating their time and the time of others and financial administration.

- Experience in a local government environment would be an advantage.
- Holding the certificate in Local Council Administration is desirable but not essential.
- Support and training will be offered.

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 Proper Officer 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 also be **the Responsible Financial Officer** and responsible for all financial records of the Council and the careful administration of its finances.

SPECIFIC RESPONSIBILITIES

ADMINISTRATION

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare and distribute agendas for meetings of the Council.
3. To attend all meetings of the Council and prepare minutes for approval, amending where required in a timely manner after a meeting. In addition to delegate actions to Councillors asap post meeting. Post on the Parish Council website the approved agendas and minutes of meetings (training will be given).
4. To prepare letters on CPC letterhead where required to Knowsley MBC Planning Department to confirm objections or comments.
5. To receive and deal with correspondence and documents on behalf of the Council, where relevant bringing such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council. Tracking follow up to correspondence or issues raised to the council and tracking actions against agreed tasks. Following up and chasing responses where relevant/appropriate.
6. To be responsible for the safe, secure, convenient, and accessible custody of all deeds, planning records, correspondence and other documents concerning the Council.
7. 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.
8. To draw up both 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 of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To co-ordinate the publication of the village newsletter.
11. To liaise with the website maintenance team and to help keep the website up to date and to update the documents and policies.
12. To organise the Armistice Day Act of Remembrance.
13. To organise the Village Christmas Tree Lighting and associated tasks.
14. To be responsible for the security and maintenance of equipment and the Council's premises.

15. To ensure maximum use is made of the Council's premises and The Pasture for the benefit of residents.
16. To manage the Council's social media account and email account on a regular basis.

FINANCIAL

To be the Council's Responsible Financial Officer.

1. To provide estimates and advise on the calculations of the budget requirements for setting the precept.
2. To make appropriate banking arrangements, ensure prompt banking of monies and payments of accounts and payroll.
3. To process all necessary purchases for the operation and functions of the Council.
4. To manage cash flow and bank transfers.
5. To maintain the financial records of the Council.
6. To prepare regular reports on budget monitoring and the correct allocation of income and expenditure.
7. To balance the accounts and to prepare the bank reconciliation statements.
8. To compile and present the final accounts of the Council in accordance with the Accounts and Audit Regulations. To coordinate Councillors time where there are deadlines.
9. To make appropriate arrangements for auditing Council records and for the Annual Auditor of Account.
10. To reclaim VAT periodically.
11. To monitor compliance with the Council's Financial Regulations and ensure the correct financial systems and procedures are in place and adhered to.
12. While the Council is not a Best Value Authority the Parish Clerk must follow the principals of Best Value, were appropriate in accordance with the Council's decisions.

HEALTH AND SAFETY & RISK ASSESSMENT

1. To ensure the Council complies fully with all the relevant Health and Safety Legislations.
2. To ensure the Health and Safety Policies and procedures of the Council are managed effectively.
3. To ensure that the Council's obligations for Risk Assessment are undertaken and to ensure they are properly met.

4. To ensure appropriate and adequate insurance is in place for the Council's property, actions and activities.

LIAISON AND AREA PARTNERSHIP

1. To act as the representative of the Council as required.
2. To work closely with the principal council services.
3. To prepare, in consultation with the Chairman and the website team, information about the activities of, or decisions of, the Council for the webpage.
4. To attend conferences of relevant bodies, as a representative of the Council as required.
5. To liaise as necessary with all other agencies as required.
6. Organise, as necessary, public meetings and forums on matters of concern to the village.

PERSONAL DEVELOPMENT

1. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
2. To work towards the achievement of the status of Qualified Clerk for effectiveness in the position of Clerk to the Council.
3. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Terms and Conditions

This is a part-time position with 14 hours per week, attendance at evening meetings (Monday 1-2 times per month) will be a requirement. This role is permanent and subject to a 6-month probationary period. Pay scale SCPS 13-17 (£28163 - £30060 pa – pro-rata) depending on qualifications and experience. Pension – can opt into a pension scheme after probation)

The hours are fairly flexible, but the Council will wish to understand the working pattern of the applicant, who will also need to have a level of flexibility, i.e. some weeks may be less than 14 hours needed, some weeks may be more.

This Job Description provides details of the duties and responsibilities of the Parish Clerk. It is not and shall not be construed as all-embracing or exclusive. The Parish Clerk must faithfully carry out all lawful orders and instructions of the Council.

Date: Approved by Cronton Parish Council 16/10/2023

CRANTON PARISH COUNCIL

PERSON SPECIFICATION

CLERK TO THE COUNCIL



Criteria

**Essential(E)/
Desirable(D)**

1. Educational and Professional Qualification

- Good general standard of education. E
- Certificate of Local Council Administration or equivalent or Willing to undertake and achieve the qualification within two years of taking up the post. D

2. Knowledge and Experience

- Experience of working in an administrative role, preferably within local government or authority. E
- Experience of committee processes and procedures E
- Experience of financial management and control and setting budget E
- Knowledge of a variety of IT packages - word processing, excel, Outlook or equivalent, online submissions e.g. VAT reclaim, PAYE & pension E
- Knowledge of local government administration D
- Knowledge of local area D

3. Skills and Abilities

- Excellent written and verbal communication skills E
- Ability to prepare agendas and accurate minutes E
- Ability to keep financial records and produce financial statements E
- Proven interpersonal skills with ability to work with the community and the principal authority E

4. Personal Qualities and Attributes

- Excellent organisational skills E
- Ability to prioritise workload and achieve time/date targets E
- Self motivated so as to be able to undertake research in new areas as necessary E
- Ability to provide information and advice to the Council on own initiative E
- Ability to work co-operatively with Council Members E
- Understand and demonstrate commitment to equality and diversity in service delivery and employment term E

5. Other Requirements

- ***Be able to attend meetings in the evening.*** E
- Be committed to continuing professional development. E

Cronton Parish Council

Application for Employment



Private & confidential – please type this form or complete using black ink

Section 1 Job details		
Application for the post of: Clerk and Responsible Financial Officer – please confirm if you are applying for one or both roles		
Closing Date:		
Section 2 Personal Details		
Title (Mr, Mrs, Miss, other)	Surname:	
Forenames(s):	Previous surname:	
National Insurance No.		
Address:		
Post Code		
Contact Details		
Daytime:	Evening:	
Mobile:	Email address:	
Section 3 Present or last employer		
Name of organisation:		
Contact name:	Telephone number:	
Address:	Email address:	
Dates from:	To:	Grade
Position held:	Salary:	

Main Duties and responsibilities:

Period of notice required:

If this is your last employer, please state why you left:

If this is your current employer, please state why you are applying for the post:

Section 4 Previous employment

Please provide details of all your previous employment **accounting for any gaps**. You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed.

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to

Grade

Position held:

Salary

Main Duties and responsibilities:

Period of notice required:

Reason for leaving:

Name of organisation:

Contact name:

Telephone number:

Address:		Email address:	
Dates from:	to	Grade	
Position held:		Salary	
Main Duties and responsibilities:			
Period of notice required:			
Reason for leaving:			
Name of organisation:			
Contact name:		Telephone number:	
Address:		Email address:	
Dates from:	to	Grade	
Position held:		Salary	
Main Duties and responsibilities:			
Period of notice required:			
Reason for leaving:			
Section 5 Members of professional body – successful, we will ask you to provide evidence of membership.			
Name of professional body	Level of membership	Specific responsibilities, for example, chairperson	Date of entry

Section 7 Other relevant skills and knowledge- please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. Continue on a separate sheet if required. Please also confirm the days you are available to work and any other jobs you intend to carry out in conjunction with this role

Section 8 Criminal convictions

Even though you are required to disclose any 'unspent' criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.

Do you have any unspent convictions?	Yes	No
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If you have said 'Yes' above, please detail the offence(s) including date(s) and sentence(s). Continue on a separate sheet in needed.

You are required to give details of all criminal convictions even if they are 'spent' for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below.

Do you have any 'spent' convictions?	Yes	No
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If you have said 'Yes' above, please detail the offence(s) including date(s) and sentence(s). Continue on a separate sheet in needed.

Section 9 Immigration, Asylum and Nationality Act 2006

Are you subject to immigration control? Yes/No	
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Do you need a certificate of sponsorship to work in the UK Yes/No	
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Section 10 Referees

Please supply the names and addresses of two people who are not related to you who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to a relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable. **You should not ask elected members of the council (councillors) or a relative to be a referee.** Please tick the box if you do not wish us to contact your referees before an offer is made.


First referee's details	Second referee's details
Name	Name
Job title	Job title
Organisation	Organisation

Address		Address	
Telephone number		Telephone number	
Email address		Email address	
Reference type		Reference type	
Employer		Employer	
Education		Education	
Character		Character	
Section 11 Administration			
Where did you see the post advertised?			
If you are related in any way to an elected member of the council (councillors) or an employee of the council, please give details here.			
<p>Data Protection Act 1998 – we will hold information on this form on electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it.</p>			
<p>Entitlement to work in the UK – to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).</p>			
<p>Declaration – I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of any councillor or employee of the council or giving false information will make my application unacceptable, and if appointed may lead to my dismissal.</p>			
Name:		Date:	

If you return your form by email without a signature, we will assume that you have accepted the declaration.

Section 12 Equal opportunities monitoring – This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

We believe that the decision to appoint should be based upon the requirements of the job and whether an individual's skills, experience, qualifications and abilities make them the most suitable candidate. We do not believe that an applicant's ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have any effect upon their suitability. Please fill in the following section to help us examine our efforts in promoting fairness of employment opportunity for everyone. We will keep the information on this section confidential. If your application is unsuccessful, we will hold the data for six months and then destroy.

Surname		Forename(s)	
Ref Number		Post applied for	
Grade		Hours	
Salary		Date of birth	
Gender – please tick		Male	Female
	Disability – we ask these questions in accordance with the Equality Act 2010. The information you provide will help us to help you through the application and interview process.		
Do you consider yourself to have a disability? Please tick	Yes	No	Prefer not to say
Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details.			
Is there anything we need to know about your disability in order that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details.			
Ethnic monitoring – the following groups are recommended by the Equalities and Human Rights Commission and take into account those used in the National Census.			
White			
A1 English, Welsh, Scottish, Northern Irish, British			
A2 Irish			
A3 Irish traveller			
A4 Any other white background. Please provide details.			
Mixed or mixed British			
B1 White and black Caribbean			
B2 White and black African			
B3 White and Asian			

B4 Any other mixed or multiple ethnic background. Please provide details.			
Asian or Asian British			
C1 Indian			
C2 Pakistani			
C3 Bangladeshi			
C4 Chinese			
C5 Any other Asian background. Please give details.			
Black, African, Caribbean or black British			
D1 African			
D2 Caribbean			
D3 Any other black African or black Caribbean background. Please give details.			
Other ethnic group			
E1 Arab			
E2 Any other ethnic group. Please give details.			
Prefer not to say.			
Religious belief – how would you describe your religion or belief? Please tick or provide details where appropriate.			
Buddhist		Muslim	
Christian		Sikh	
Hindu		No religion	
Jewish		Prefer not to say	
Other belief. Please give details.			
Country of birth			

You may submit your application and equal opportunities monitoring form by post addressed to **The Parish Clerk, Cronton Parish Council, 7 Hampton Drive, Cronton, Knowsley WA8 5BZ** or by email to crontonparishcouncil10@gmail.com