

Little Chalfont Parish Council
Parish Clerk and Responsible Financial Officer
Background information, Job Description and Person Specification

A. Key terms and recruitment timetable

Working hours will generally be 26 hours per week over 4 days. Exact working days to be discussed. Actual salary will fall within the range £25,000 - £30,000, plus 15% contribution to pension from first day of the calendar month that follows completion of three calendar months' service.

Closing date for applications is Monday 24 May.

Interviews will be W/C 31 May.

The aim is for the successful candidate to be in post as soon as practicable.

B. Brief Background Information for Candidates

Little Chalfont Parish Council was established in 2007 and was formed from parts of Amersham Town Council's and Chalfont St Giles Parish Council's respective geographic areas.

There are over 6000 residents and the Parish Council has 9 councillors covering three wards.

The Council's assets include the Village Hall in Cokes Lane, a recreation ground with sports facilities and a play area at Westwood Park, and the Nature Park together with other smaller open spaces. Maintenance of these facilities is through a number of contractors.

The Parish Council owns and is responsible for the street lighting in Little Chalfont and is currently moving towards a conversion to LED lamps.

The Parish Council is involved in a number of projects at the present time. A planning appeal is currently under review for a new community centre (which will also house the parish office) and, in liaison with the Little Chalfont Community Association, the Parish Council is opposing the proposed housing development on green belt in Little Chalfont.

C. Overall Responsibilities

The Clerk to the Parish Council is 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 is 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 is the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

D. Specific Responsibilities (some duties are delegated to another Officer)

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. To attend all meetings of the Council and all meetings of its committees, sub-committees and working parties. Council meetings are generally held on the second Wednesday evening of each month.
5. 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.
6. To ensure that telephone queries and e-mails received in the Parish Council office are dealt with in a timely and efficient manner.
7. To manage the repair and maintenance of the Council's grounds and properties.
8. To prepare tender documentation as appropriate and in accordance with Council policy.
9. To monitor and manage contracts awarded by the Council and liaise with contractors and their staff as necessary.
10. To manage projects undertaken by the Parish Council.
11. To report to the Council on the performance of contractors and to make appropriate recommendations.
12. 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.

- 13.** 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.
- 14.** 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.
- 15.** 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.
- 16.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 17.** To act as the representative of the Council as required.
- 18.** 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.
- 19.** To prepare, in accordance with Council policy, press releases about the activities of, or decisions of, the Council.
- 20.** To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 21.** To work towards the achievement of the Certificate in Local Council Administration (CiLCA).
- 22.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Membership of The Society of Local Council Clerks will be taken out and the subscription fees will be paid for by the Parish Council.
- 23.** To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

E. Person Specification

Requirements	Essential	Desirable
Educational attainment	Minimum 5 GCSEs or equivalent at Grade A – C including English and mathematics; 2 A-levels.	CiLCA, degree and/or business qualification.
Knowledge required	Knowledge of budget setting and control, project management, financial systems and terminology, knowledge of MS Office computer systems. Working knowledge of business practices. Knowledge of relevant Health and Safety regulations and the process of risk assessment and management.	Knowledge of local government and higher tiers including government departments. Knowledge of the planning process.
Experience required	Experience in high volume administrative work in a customer focused environment. Use of computerised accounting system. Previous supervisory experience. Capital and revenue project management. Previous financial management and reporting experience. Note writing and minute taking.	Previous experience in an intermediate local council. Previous facilities and estates management experience. Previous responsibility for committee management.
Skills and aptitudes required	Ability to extract salient points from written or oral reports/statements. Ability to write clear and concise English. Good proof reader. Ability to work flexibly whilst being	Ability to coach and develop staff. Aptitude for and demonstrable ability in dealing with customer interface.

	highly organised. Ability and willingness to absorb new information. Ability to communicate easily with others in person, in writing, electronically or by telephone.	
Interests	Interest in community affairs.	Interest in town and country planning issues and the rights of local communities to influence policies.
Personal qualities required	Reliability, discretion, calmness, diplomatic manner and impartiality of judgment.	Should not be easily frustrated when unable to exert personal influence.
Circumstances	Current driving licence/car owner. Able to attend evening meetings out of normal office hours and occasional civic events.	Able to attend occasional call outs.