



Information Pack

Job Title: Clerk to the Council/Responsible Financial Officer (part-time)
Reports to: Langar cum Barnstone Parish Council

INTRODUCTION

Thank you for responding to the Council's recent advertisement for this post. We hope that you find this Information Pack of assistance in deciding whether to apply.

The Information Pack contains:

- The Job Advertisement
- The Job Description
- The Person Specification
- The Application Form

Please note that submission of a CV alone without completion of the application form is not acceptable.

Material provided in this Information Pack will not form part of any subsequent Contract of Employment.

Further information about the Council can be found at www.langarbarnstone.co.uk

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview please let us know.

Closing date for receipt of completed applications is midday on Wednesday 19th February 2020. Interviews are planned for w/c Monday 24th February 2020.

Should you wish to have an informal discussion prior to submitting your application, please feel free to contact me on 01949 860123.

Claire Pegg, Parish Clerk, Langar cum Barnstone Parish Council



Job Advertisement

Langar cum Barnstone Parish Council

Post of Clerk and Responsible Financial Officer to the Council

Salary NJC (2019/2020) SCP 18-23 (£24,313 – £26,999 pro-rata) dependent on skills and experience

12 hours per week (Flexible working pattern to be agreed)

Employment to commence 1st April 2020

The Parish of Langar cum Barnstone is an active community comprising two small villages with a combined population of approx. 1,000, located on the edge of the Vale of Belvoir. Community facilities include a primary school, church, village pub and a village hall.

The mission of the Parish Council is to help maintain, and strive to improve, the quality of life in the Parish of Langar cum Barnstone.

The Parish Council seeks a part-time Parish Clerk to provide administrative and financial support for the work of the Council. There will be an annual salary review at which progression up the scale towards the maximum will be considered. There is normally an annual cost of living increase, The Council is a member of the Local Government Pension Scheme (LGPS) which the post holder is entitled to join.

The job entails working from home without detailed supervision. The post holder will need some space to accommodate files and records. A laptop computer running MS Office software will be provided, in addition to a printer and telephone line/broadband. All computer consumables, stationery etc., will be paid for by the Council. The Clerk requires the use of a car (insured for business use) and driving licence; approved travelling costs will be met by the Parish Council.

Parish Council meetings are usually held in the Village Hall on the second Thursday of every month apart from August. The Clerk and Chairman meet prior to the meetings to discuss matters and agree the meeting agenda.

Closing date for receipt of completed applications is midday on Wednesday 19th February 2020. Interviews are planned for week commencing Monday 24th February 2020.

For more details and an Information Pack please visit www.langarbarnstone.co.uk
email: langarbarnstoneclerk@gmail.com or write to: Parish Clerk, Langar cum Barnstone Parish Council, 6 Park Road, Barnstone, Nottingham, NG13 9JG



Langar cum Barnstone Parish Council

JOB DESCRIPTION

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	Langar cum Barnstone Parish Council
Responsible for:	Parish Council Administration & Finance
Employment Status:	Part Time (12 hours per week) including some evening work
Salary scale:	SCP 18-23 (2019/2020) pro rata

PURPOSE OF JOB:

The Clerk to the Council will be the Proper Officer of the Council and its Responsible Financial Officer 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, policies to be followed in respect of the Council'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 responsible for all financial records of the Council and the proper administration of its finances.

Main Activities, Duties & Responsibilities

1. To act as the Council's principal administrative and financial advisor.
2. To ensure that the Council, Committees and meetings are properly administered in accordance with Standing Orders and appropriate Statutes and that the decisions of these Meetings are properly implemented.
3. To prepare meeting Agendas in conjunction with the Chairman and circulate to councillors.
4. To prepare appropriate Minutes of these meetings for presentation prior to the next suitable meeting.
5. To attend Council, Committees and other meetings as required and advise the Chairman and members on relevant matters.
6. To advise and assist with the preparation of reports, financial information and general policies of the Council for approval and relevant implementation.
7. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
8. To represent the Council as required at other bodies, meetings and legal proceedings as well as with representatives of the public, local authorities and contractors.
9. To ensure that the duties and powers of the Council are implemented in accordance with decisions taken by the Council and the budget provided.
10. To act as the Council's Responsible Financial Officer as specified in S. 151 of the 1972 Local Government Act and to manage the financial affairs of the Council in accordance with the Council's Financial Regulations and relevant policies.
11. To prepare budgetary estimates as required and implement, control and monitor such budgets in accordance with Council policy.
12. To advise the Council on all Health & Safety matters and ensure the Council services operate within current Health & Safety Legislation and Code of Practice.
13. To ensure, within the policies of the Council, the most efficient utilisation of the Council's resources including finance, manpower, supplies equipment and premises.
14. To act as line manager to a small team of Council employees.
15. To oversee the preparation of advertisements, publicity, press releases, newsletters, website and social media features to ensure that they detail and accurately promote the Council's range of activities and services. To monitor and update the website and social media content.

16. 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 the instructions of, or the known policy of, the Council.
17. To draw up both on his/her initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
18. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.
19. To undertake the role of Treasurer to the Langar cum Barnstone Village Hall Management Committee, including attendance at its quarterly meetings.

Additional Duties

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer in the Council's activities as required by the Council.
2. To attend national/regional/county conferences and forums as a representative of the Council as required

Langar cum Barnstone Parish Council
Part-time Parish Clerk/Responsible Financial Officer
Person Specification



Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • High level of numeracy and literacy. A minimum of GCSE Grade C in English & Maths or equivalent • Working towards (or a willingness to work towards) completion of the Certificate in Local Council Administration (CiLCA) or equivalent 	<ul style="list-style-type: none"> • ILCA (Introduction to Local Council Administration)-qualified • CiLCA-qualified • Undertaken NALC/SLCC training towards CiLCA
Abilities: practical and intellectual skills	<ul style="list-style-type: none"> • Experience of working in an office and dealing with the public • Excellent administration and book-keeping skills. • High standard of computer literacy, including experience in use of Microsoft Office and social media • Ability to work independently and as part of a team • A good working knowledge and understanding of Local Government structure and practices • Ability to communicate at all levels in the community both orally and in writing • Excellent organisational skills with the ability to meet task timescales and achieve deadlines 	<ul style="list-style-type: none"> • Confident speaking in a public environment • Knowledge of Scribe accounting software • Experience of managing staff • Willingness to engage with new technology • Experience of advising and servicing Committees and working with Councillors
Personal qualities	<ul style="list-style-type: none"> • Ability to deal with a wide range of people in a diplomatic, impartial and democratic manner • A commitment to community engagement, equal opportunities and diversity 	
Other	<ul style="list-style-type: none"> • Ability to attend evening meetings • Willing to work flexibly 	<ul style="list-style-type: none"> • Current driving licence

APPLICATION FORM

Job Title: **Parish Clerk and Responsible Financial Officer**
 Accountable to: **Langar cum Barnstone Parish Council**

Langar cum Barnstone Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets. Please ensure pagination is retained.**

<i>Personal Details</i>	
Name	
Address	
Postcode	
Home Tel	
Mobile	
Email	

Please give details of your education and qualifications obtained plus those currently being pursued.

School/college/university	Date from	Date to	Subjects studied, qualifications obtained

You may be asked to provide evidence of your qualifications.

Professional Institute Membership

Please give details of any relevant professional or technical bodies of which you are a member.

Name of Institute/Professional Body	Level of Membership	Year of Award

Training Courses

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title & Duration	Provider	Date

Current or most recent employment

Employer			
Address			
	Postcode		
Job Title		Current/final Salary:	
Date Commenced:		Date left or Notice Period Required:	

Please provide a brief description of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

Reason for leaving your current/most recent job?

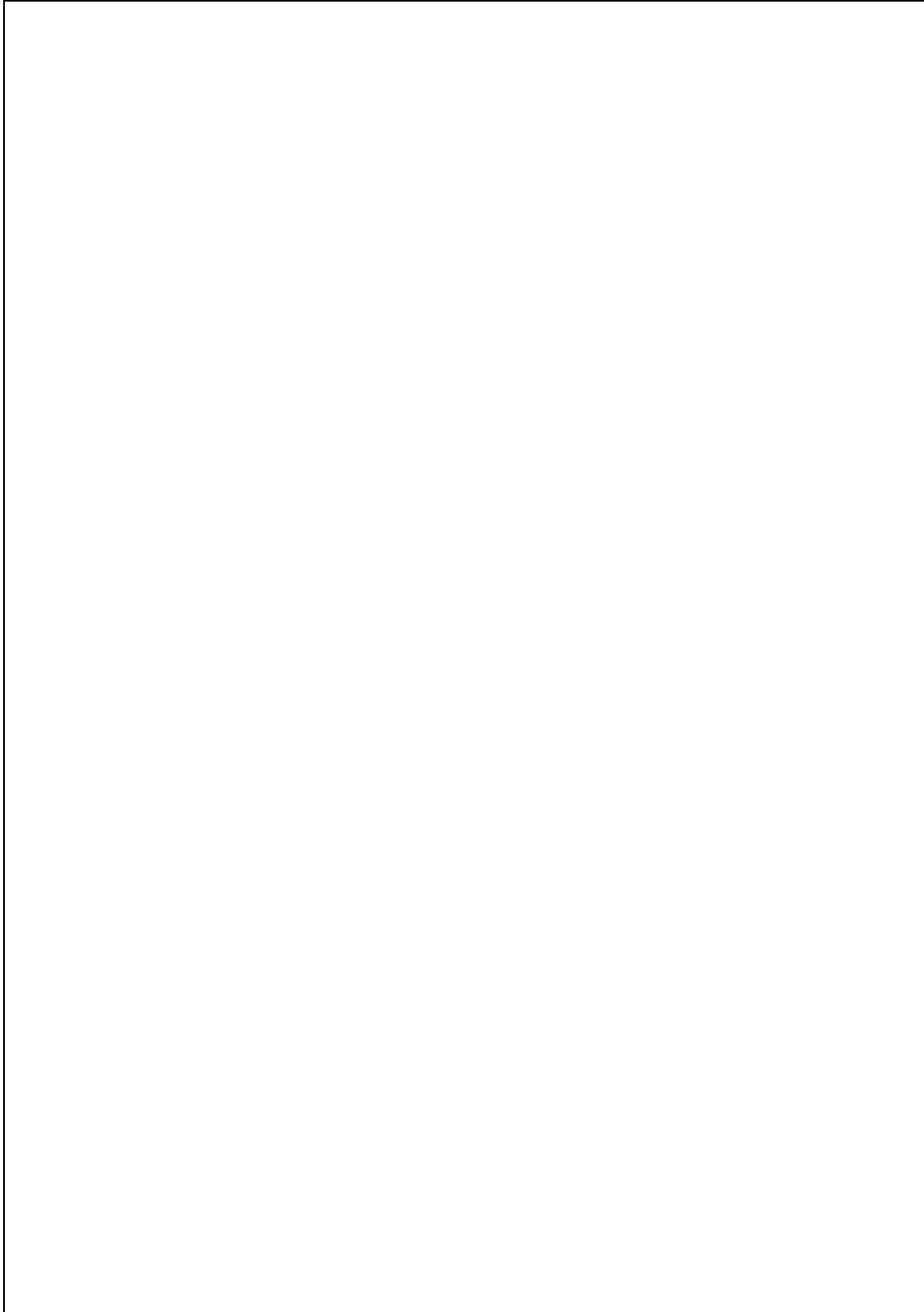
Employment History

Please list your previous employment history in chronological order, using a separate sheet if necessary, and please give reasons for any gaps in your employment history. (Please attach your CV if you wish to.)

Name & Address of Employer	From	To	Job Title, Main Responsibilities	Reason for Leaving

Relevant skills, experience and knowledge

Please give your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Person Specification and ensure you cover all of the criteria set out for this post. This should include information about any period not accounted for in the section above by full-time employment or education and training (and if appropriate, voluntary work). Please use a separate sheet if necessary and/or attach any supporting documents.



Outside Interests or Non-vocational Experience

Please give details of any outside interests or non-vocational experience which you feel will support your application.

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily be a bar to obtaining employment with the Council.

Prevention of Illegal Working

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Do you require permission or a work permit to take up employment in the UK?	Please write “Yes” or “No”:	
Are there any restrictions on your residing in the UK?	Please write “Yes” or “No”:	

Driving and Driving Licence

Do you hold a current full driving licence?	Please write "Yes" or "No":	
If "Yes", what type/class of licence?		
Do you have any current endorsements or are you currently banned from driving?	Please write "Yes" or "No":	
If "Yes", please provide details:		
Are you a car owner or do you have access to a car?	Please write "Yes" or "No":	

References

Please give details of two people who we could contact to supply a reference for you. We would prefer your referees to be your most recent employers, including your current employer if applicable.

Name:	Name:
Address:	Address:
Email:	Email:
Tel No:	Tel No:

May we obtain references prior to interview?	Please write "Yes" or "No":	
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References will be obtained and their authenticity checked if you are to be offered the appointment.

Relationships

Are you, to your knowledge, related to, or do you have any relationship with, an Elected or Co-opted Member or an employee of Langar cum Barnstone Parish Council?	Please write "Yes" or "No":	
If "yes", please give details.		

Declaration and General Data Protection Consent

I declare that all the foregoing details given in this application are true to the best of my knowledge and belief, and I understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed by Langar cum Barnstone Parish Council only for the purpose of considering my application for employment and that if I am successful in my application, this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by Langar cum Barnstone Parish Council for so long as it is required in connection with the application.

Signed	Date
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Notification of Vacancy

How did you find out about this vacancy?	Advertisement	Word of mouth	Other
If 'advertisement' in which publication or if 'other' please explain.			

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

Please return the completed application form by email to Claire Pegg, Parish Clerk, Langar cum Barnstone Parish Council at langarbarnstoneclerk@gmail.com

Return by email is preferred. However, if you return by post, please send to: Claire Pegg, Langar cum Barnstone Parish Council, 6 Park Road, Barnstone, Nottingham NG13 9JG.

Closing date for receipt of completed applications is midday on Wednesday 19th February 2020. Interviews are planned for w/c Monday 24th February 2020.

INTERVIEW ARRANGEMENTS

We will contact you with interview details, should you be successful in reaching this stage of the recruitment process.