

## **BURTON BRADSTOCK PARISH COUNCIL**

### **VACANCIES FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER**

Thank you for your interest in these vacancies. Job Descriptions are set out below, but we welcome applications for the combined and separate roles.

Both posts are part time with variable hours, the Parish Clerk role averaging about 45 hours per month, the Responsible Financial Officer about 15.

Pay is reviewed annually and is currently in the range £15.16p to £18.90p per hour (£29,174 - £36,373 pa).

Applicants should state how their abilities and experience equip them for the vacancy concerned and include a Curriculum Vitae together with details of two referees.

Applications should be sent by email, in MS Word or PDF format, to Councillor Graham Moody at [moodys@btinternet.com](mailto:moodys@btinternet.com) to arrive by 9am on Monday 10<sup>th</sup> October 2022.

Interviews will take place on Monday 17<sup>th</sup> and Tuesday 18<sup>th</sup> October – please note your availability for interview with your application.

If you want to discuss anything about the posts please contact Councillor Graham Moody as above.

## **Burton Bradstock Parish Council**

### **Parish Clerk Job Description**

#### **Overall Responsibilities**

The Burton Bradstock Parish Clerk will be the Proper Officer of the Burton Bradstock Parish 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 Parish 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 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.

Except when the roles are combined, the Parish Clerk will manage the Responsible Financial Officer, who is responsible for all financial records of the Council and the administration of its finances.

#### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and supervise as line manager the work of and liaise with the Responsible Financial Officer, any other Council staff and Council Contractors in keeping with the policies and practices of the Council, and to undertake all necessary activities in connection with the management of salaries and conditions of employment of staff.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. Other than where such duties have been delegated to another Officer:
  - a. to prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, any Parish Meetings, public meetings or assemblies.
  - b. to attend all meetings of the Council and all meetings of its committees and sub-committees, any Parish Meetings, public meetings or assemblies.
  - c. To prepare minutes for meetings attended for approval and where appropriate to implement Council decisions.

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 and practices of the Council.
6. To liaise with the Burton Bradstock Volunteer Group and monitor any Parish Council approved works undertaken by it.
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 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.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as the representative of the Council as required.
11. To prepare, in consultation with the Chair, press releases about the activities or decisions of the Council.
12. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. The post holder should possess the Certificate in Local Council Administration (or equivalent) or be studying to achieve it.
14. To manage and maintain the Parish Council's website and social media platforms.
15. To keep the Council's notice boards current and relevant.

## **Burton Bradstock Parish Council**

### **Responsible Financial Officer**

#### **Duties and Responsibilities**

The Responsible Financial Officer (RFO) is ultimately accountable to the Parish Council for the proper execution of his / her duties but should work in close liaison with the Finance and General Purposes Group (FGPG) or nominated Councillors to ensure the effective management and control of Parish Council financial affairs.

In undertaking his/her duties the RFO must ensure compliance with the Burton Bradstock Parish Council Financial Regulations and other rules and regulations governing the Council's affairs.

#### **Specific Responsibilities**

1. The administration of and attendance at the FGPG meetings.
2. Compilation of proper financial records including statutory accounts, VAT and payroll.
3. Payment of invoices.
4. Creation and despatch of invoices, including allotment rents, and securing their payment.
5. Managing the Council's bank accounts.
6. Tender, purchasing and contract actions.
7. Creating the budget and financial commitment analysis.
8. Monitoring and reporting on financial matters.
9. Preparation of the Annual Return for Council consideration.
10. Reporting on the Council's financial affairs to any Parish Meeting, public meetings or assemblies.
11. Liaison with and providing required information to the internal and external auditor.
12. Arranging insurance cover (subject to BBPC approval).
13. Maintaining and reporting on the risk management schedule.
14. Maintaining the Council's Asset Register.
15. Deputising for the Parish Clerk in his/ her absence.
16. Ad hoc tasks of a financial nature as required.