



JOB DESCRIPTION FOR PARISH CLERK (& RESPONSIBLE FINANCE OFFICER) TO LONG SUTTON PARISH COUNCIL

Background

Due to the retirement of the present Clerk, who has served the parish admirably for nearly 6 years, an exciting vacancy has arisen for a suitably experienced and qualified part-time Clerk to support Long Sutton Parish Council in delivering its statutory and mandatory obligations.

The ambitious and well-managed Council is made up of up to 9 Councillors and it meets on the first Tuesday evening of every month, except August, with occasional additional meetings as required.

The Parish Council publishes a monthly e-newsletter and hosts the website www.longsutton-pc.gov.uk with both assets requiring management by the Clerk. (There is also a Facebook page, Long Sutton Somerset Community, that is managed by 2 Councillors)

The Parish Council owns assets in the village such as The Green, the War Memorial, Pump House and circa 20 acres of agricultural land. The Parish Council is the sole managing Trustee of Long Sutton Village Hall & Recreation Field Trust (charity number 265318) with the management of the facilities delegated to a separate volunteer-led management committee that includes 3 Councillors.

The Parish Council has been very ambitious in its plans for improving the community infrastructure of the village with the Double Tennis Courts and Children's Play Area having been refurbished in 2024, and a major project to extend and refurbish the Sports Pavilion planned for the next 12 months, subject to funding.

The Parish Council has a healthy environment sub-group that is encouraging residents to be more environmentally aware by sharing information, organising events and undertaking easy-win projects.

Overall Responsibilities

The Clerk is expected to undertake the following: -

- To be the "Proper Officer" of the Council and as such is under a statutory duty to carry out all the functions of the Council by law.
- To advise the Council on, and assist in the formation of, policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions and implementation of said decisions.
- To be accountable to the Council for the effective management of all its resources, contractors and, if applicable, other employees and will report to them as and when required. At the present time the Council only employs a Parish Clerk and a contracted Parish Lengthsman.
- Be the Responsible Financial Officer (RFO) and therefore responsible for all financial records of the Council and the careful administration of its finances. At the present

time, the Council has a revenue income of circa £35,000 primarily made up of the Council Tax, agricultural land rents and solar feed-in-tariffs.

Specific Responsibilities

The Clerk, as the Proper Officer and Responsible Finance Officer will: -

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. Ensure the confidentiality of those Council matters which are not in the public domain.
3. Ensure compliance with the Data Protection and Freedom of Information Acts.
4. Prepare, in consultation with appropriate Councillors, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to others.
5. Issue notices and prepare agendas and minutes for the Annual Parish Meeting called by the Chairman of the Council and to attend such meetings.
6. Act as the official channel of liaison with Somerset Council's departments, organisations and individuals, particularly planning and highways.
7. Manage the finances of the Council including: the preparation of annual budgets; the monitoring and balancing of the Council's accounts; the maintenance of all records including, those for audit, VAT and income tax purposes; the processing and issuing of invoices; receipt of payments due to the Council; and payment of wages and statutory deduction schemes (which is carried out by an external pay-roll company)
8. Receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.
9. Edit and publish the Council's monthly e-newsletter with content provided by Councillors and the community.
10. Manage the Council's website, with support from an external web-consultant.
11. Manage the Council's tendering procedures
12. Be the point of contact for the Parish Lengthsman and to allocate them tasks following discussion with Councillors.
13. Ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.
14. Make sure the Council reviews all its policies and procedures in a timely manner and that the Council adheres to them.
15. 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.
16. Issue correspondence as a result of instructions of the Council.
17. Maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner.
18. Read and submit solar panel metre readings as required.
19. Attend training courses or seminars on the role of the Clerk as required by the Council and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
20. Carry out any other duties that the Council requires in the execution of its responsibilities.

General

1. The successful applicant will either hold or willing to obtain the Introduction to Local Council Administration (ICLA), then working towards Certificate in local Council Administration Qualification (CiLCA), funded by the Council.

2. Hours of work will average 11 hours a week recorded by the Clerk to be reviewed after the probationary period.
3. The salary will be based on the NALC pay scale LC2 (spine 18-23), depending on experience, knowledge & qualifications and will be reviewed after the 3-month probationary period and annually thereafter.
4. This is a permanent contract (after 3 months probationary period)
5. The Clerk will work from home and will be required to attend approximately 15 evening meetings per year plus the occasional site visits.
6. The Clerk's home address will act as the Parish address for Council mail.
7. The Clerk will be the contact (email, post and telephone) for all Parish Council matters.
8. The Clerk will be computer literate and unfazed by technology and ideally a good working knowledge of Microsoft 365 and Scribe.
9. The Parish Council will provide appropriate equipment to carry out the role. Space is provided in the Village Hall to store Parish records, but it is envisaged that more documents will be scanned to limit hard-copy storage.

Process

1. Applications close at 5pm on Monday 2nd September 2024.
2. Your CV and covering letter setting out your suitability for the job should be sent by email only to the Chairman, Rupert Cox at chair@longsutton-pc.gov.uk
3. Interviews will take place at Long Sutton Village Hall during the week of 23rd September 2024 - midweek evenings or Saturday mornings to support candidate's & Councillor's existing commitments.
4. The successful candidate can take up post as soon as available after interview, but by 1st November at the latest.
5. Support from the retiring Clerk will be available to ease the transition of the new postholder.

Please note that this role is not conducive to the post holder having additional full-time employment

For an informal chat about the role, please call the Chairman, Rupert Cox on 07503 547074