

FIVEHEAD PARISH COUNCIL

VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

The Parish Council seeks to appoint a new Parish Clerk and Responsible Financial Officer (RFO). The appointment is for 30 hours per calendar month, paid on the national recommended salary scale commensurate with experience. The contract is Permanent after a 3-months probationary period.

The successful candidate will be required to produce formal agenda and minutes for the monthly meeting, organise any additional meetings, handle correspondence and planning applications, advise the Council on policy issues and carry out tasks as determined by the Council. He/she will need to be available for meetings (online or in person when restrictions are lifted) on the first Monday evening in the month, the second Monday following Bank Holidays.

In addition, as RFO, the Clerk will be responsible for all aspects of financial administration, including PAYE, banking, maintaining the Council's accounts, presenting monthly reconciliations to bank and budget, presenting accounts for the annual audit, and preparing the Council's annual budget.

Previous experience or qualification is not essential as training will be provided via our advisory body SALC or a qualification could be taken.

The Clerk will work from home and will be required to attend approximately 15 evening meetings per year plus the occasional site visit. The Clerk's home address will act as the Parish address for Council mail. The Clerk will be the contact (email, post and telephone) for all Parish Council matters. The Clerk will be computer literate. A dedicated computer and printer are provided. Some space is needed to store Parish records but the majority are held digitally. An allowance is paid for homeworking.

Further details on specific responsibilities are given below. **Written applications are requested by 21 July 2020. Your CV and covering letter setting out your suitability for the job should be sent by email only to the Chair Kate Beacham (kate.beacham1@btinternet.com).** The successful candidate can take up post as soon as available after interview. Support from the retiring Clerk will be available to ease the transition of the new postholder.

For further information, please contact the Parish Chairman Kate Beacham on 01460 281414 (kate.beacham1@btinternet.com) or the Parish Clerk Jill Wardle on 01460 281902 (fiveheadpc@gmail.com)

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure the confidentiality of those Council matters which are not in the public domain.
3. To ensure compliance with the Data Protection and Freedom of Information Acts.
4. To 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. To 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. To act as the official channel of liaison with and sourcing information from South Somerset District Council and Somerset County Council's departments, organisations and individuals.
7. To manage Fivehead Cemetery on behalf of the Parish Council who are the burial authority.
8. To act as Webmaster, working with an external provider and deputy Webmaster, for the Parish Council website.
9. As RFO to 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.

10. To 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.
11. To manage, if required, the Council's tendering procedure strictly in accordance with the Standing Orders of the Council and its Financial Regulations.
12. To ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.
13. 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.
14. To issue correspondence as a result of instructions of the Council.
15. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
16. To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner.
17. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.
18. To attend training courses or seminars on the work and 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.
19. To carry out any other duties that the Council requires in the execution of its responsibilities.