

STEEP PARISH COUNCIL



We are recruiting!!

Job Title: Clerk and Responsible Financial Officer.

Vacancy from: Immediate start

Hours: 10 per week (plus 2-5 hours per month for Trustee meetings)

Salary: Up to £15/hr depending on qualifications and experience

We have an exciting opportunity for a Clerk and Responsible Financial Officer (RFO) to join our team. This is a senior role within our organisation and is the "Proper Officer" of the Council having responsibility for its financial and administrative affairs including the custody of Council documents and records.

The rural parish of Steep (which also includes the hamlet of Steep Marsh) lies just outside of Petersfield. There are approximately 900 on the electoral role and a precept of £25,000. There are 9 Parish Councillors who all take an active role in Council business.

One of the key challenges facing the Council is it is also the Sole Managing Trustee of the Steep War Memorial Village Club (SWMVC), also known as the village hall. The Clerk is also responsible for minuting the SWMVC trustee meetings which are currently held every month because of the proposed development in Church Road.

More information can be found on the Council's website www.steep-pc.gov.uk

Role & Responsibilities

- Overall administration of the Parish Council's business – preparation of papers for Council Meetings, taking and production of accurate minutes, dealing with correspondence, monitoring Council's policies and advising Councillors regarding legal and good practice requirements Guiding and advising the Council in its statutory role as a local authority.
- Updating policies and procedures in line with current legislation and following advice from advisory bodies to the sector.
- Setting meeting agendas and taking minutes for the Council
- Setting meeting agendas and taking minutes for the Planning Committee (meetings are normally held just prior to the Parish Council Meeting).
- Maintenance of accurate and up-to-date financial records of the Parish Council – placing orders, preparing invoices for payment, receiving and banking income and liaising with Internal and External Auditors and processing employee payroll. The Council uses Scribe Accounts, a user-friendly web based package.

- Maintenance of Risk Management processes – monthly Risk Reviews and adequate Insurance Cover
- Responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- Implementation of the Council's resolutions from monthly full council meetings.
- Be 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.
- Update the Council's website
- Dealing with correspondence by e-mail, post and writing a regular report for the parish newsletter
- Advise the Council on, and assist in the formation of, overall 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.
- Managing the Lengsthman Parish Cluster. There are currently 7 parishes in the cluster and Steep administer the scheme, collecting monies from HCC and paying the lengsthman for the works completed.
- Liaison with the Lengthsman for providing him with Steep worksheets and payments for works undertaken
- The post-holder will act as the Clerk to the Steep War Memorial Club charity where the Council is the sole Trustee. Currently there is a meeting each month.

Key requirements of the successful candidates

You will have experience in senior management and a financial background, with supporting wide variety of skills. Previous financial experience within local government is desirable.

You are also required to have proven organisational, administrative, managerial, communication and IT skills, together with experience in finance and budget control. You will need a commitment to public service and community focus, and the drive to move the Council's services forward in challenging times. Financial acumen will be essential as well as leadership and communication skills and the ability to work efficiently and effectively under pressure and on your own initiative. You will be supported by a friendly team of councillors.

Previous Local Government/public centre experience is desirable and you will already hold the Certificate in Local Council Administration (CiLCA) or be prepared to qualify within the first year of your employment.

Attendance at evening meetings will be a requirement. Committee and Council meetings are currently held on one evening each month for 11 months of the year, with occasional working group meetings held as and when required in the evenings.

You will work from home. You will be entitled to 28 days (pro rata) annual leave per annum plus statutory public holidays. You will also be able to join a workplace pension scheme.

For more information please contact: Jim Macdonald jim.macdonald@steep-pc.gov.uk Please send a CV and covering letter detailing why you are applying for the role and what your salary expectations are to Jim MacDonald

The closing date for applications is Friday, 11th November

Interviews will be held on Monday, 21st November

We look forward to hearing from you.