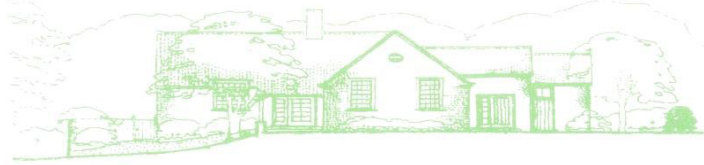


# STEEP PARISH COUNCIL



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We are recruiting!

**Job Title:** Clerk and Responsible Financial Officer.

**Vacancy from:** Immediate start

**Hours:** Initially: 15 per week (plus 5 hours per week as Secretary for the Trustees of Steep Village War Memorial Club), initially for 31 March 2024, then to be reviewed in expectation of 12 and 3 hours respectively.

**Salary:** Spine point 20-24, depending on qualifications and experience. More might be available for an outstanding candidate. In addition, a fixed payment is made for administering the "Lengthsman Scheme"

## Introduction

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. Additionally, the role includes acting as Secretary to the Sole Managing Trustee (the Parish Council for Steep War Memorial Village Club, AKA Steep Village Hall).

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 £32,000. There are 9 Parish Councillors who all take an active role in Council business.

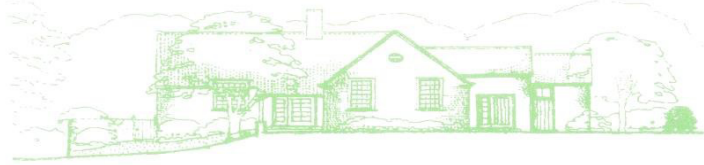
One of the key challenges facing the Council is it is also the Sole Managing Trustee of the Steep War Memorial Village Club (SWMVC), also known as the village hall. The Clerk is also responsible for minuting the SWMVC trustee meetings which are currently held every month because of the proposed development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

More information can be found on the Council's website [www.steep-pc.gov.uk](http://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.

# *STEEP PARISH COUNCIL*



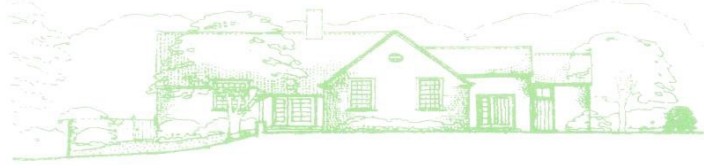
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- Working with Councillors to update policies and procedures in line with current legislation and following advice from advisory bodies to the sector.
  - Setting meeting agendas and taking minutes for the Council, ensuring they are distributed and publicised in accordance with statutory requirements.
  - Setting meeting agendas and taking minutes for the Planning Committee (meetings are normally held just prior to the Parish Council Meeting), ensuring they are distributed and publicised in accordance with statutory requirements.
  - 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 and are moving to online banking.
  - 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 and Social Media presence, in accordance with any written policy and approved material.
  - Dealing with correspondence by e-mail, post, phone and social media in accordance with agreed policies.
  - 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 Lengthsman Parish Cluster. There are currently 7 parishes in the cluster and Steep administer the scheme, collecting monies from HCC and paying the lengthsman for the works completed.
  - Liaison with the Lengthsman for providing them 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 an evening meeting each month and some mutually agreed working group, usually daytime, meetings.

## **Key requirements of the successful candidates**

Ideally you will have previous Local Government/public sector experience and you will already hold the Certificate in Local Council Administration (CILCA) or be prepared to qualify within the first year of your employment.

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

# *STEEP PARISH COUNCIL*



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government is desirable.

You are also required to have proven organisational, administrative, managerial, communication and considerable IT skills, being conversant with the DPA 2018 (inc GDPR) and Cyber awareness, 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. People and time management skills are essential. Along with an ability to prioritise; sometimes, not everything can get done and you will need to prioritise and delegate accordingly. You will be supported by the councillors and our membership of Hampshire Association of Local Councils (HALC).

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. In addition there may be working group meetings during the day at mutually convenient times for those involved. There are a similar number of evening meetings in the Village Hall role.

You will work from home. You will be entitled to 28 days (pro rata) annual leave per annum plus statutory public holidays. As the sole employee work arising in your holiday time is not covered by others. You will be able to join a workplace pension scheme unless you opt out.

## **Selection Criteria**

Preference is likely to be given to those with Previous Clerk experience and CiLCA, proximity and the ability to demonstrate resilience.

## **More information and key dates**

For more information please contact: Jenny Martin, Chair of Steep PC ([Jenny.Martin@steep-pc.gov.uk](mailto:Jenny.Martin@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 Jenny Martin.

The closing date for applications is Friday, 20<sup>th</sup> November Interviews will be held on Friday 1<sup>st</sup> December, with the intention the full council meeting on Monday 4<sup>th</sup> December confirming the appointment.

We look forward to hearing from you.