

Ettington Parish Council

www.ettington.org

epc.clerk@yahoo.com

Vacancy for the position of Clerk to the Council (Proper Officer) and Responsible Financial Officer

Thank you for your interest in our vacancy.

The following pages include:

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| Page 2 | The advert |
| Page 3 | A brief introduction to Ettington and its parish council |
| Page 4 | The job description |
| Page 6 | The person specification |
| Page 8 | The application form (also to be provided separately as a Word document for completion and submission). |
| Page 12 | Timeline |

ADVERT (abbreviated version to be used for publication)	
Job Title	Clerk & Responsible Financial Officer
Employer and location	Ettington Parish Council, Warwickshire
Number of Electors	tbc
Precept (budget)	£38,530 per annum for 2021/22.
Summary of the job and functions	<p>Ettington Parish Council represents the parish of Ettington which encompasses the village of Ettington, hamlet of Fulready and a large rural geography. We seek an enthusiastic, motivated and community focussed Clerk and Responsible Financial Officer to work a minimum of 10 hrs per week to include evening meetings for full council and committees. Starting salary £to be agreed.</p> <p>The jobholder will be expected to work a minimum of 10 hrs per week and up to 50 hours per month. The applicant will be working from home with an allowance to cover essential costs. The Council will provide a laptop, printer and other essential items as agreed.</p> <p>The responsibilities of the Clerk are included in the Job Description at pages 4-5.</p>
Hours of work	A minimum of 10 hours per week/maximum of 50 hours per month (additional hours by agreement).
Start Date	As soon as possible.
Days and times of Work	The hours to be worked are to suit the right candidate with an expectation of being available to regularly (preferably daily Monday to Friday) monitor post, emails and phone calls). There will be regular evening meetings and very occasional weekends.
Salary	The annual salary currently lies within the National Joint Council for Local Government Services (NJC) LC2 Scale Range (points 18-23 £12.98 to £14.42 per hour) and is dependent on experience and qualifications.
Requirements in terms of experience and education	<p>Ideally the successful candidate will:</p> <ul style="list-style-type: none"> Have knowledge of working within the Local Council sector. Be IT literate in Microsoft Word, Excel, finance software (RBS), website management. Have the ability to direct Councillors on procedural matters. Have experience of meetings administration.
How to apply	<p>1. Contact the Clerk to the Council</p> <p>a) via email to: epc.clerk@yahoo.com to request the application form, person specification and related information, or</p> <p>b) access via the council's website: www.ettington.org/news/xxx</p> <p>2. Submit the completed application form together with an introductory letter addressed to the Chairman of no more than two A4 pages at a minimum of 12-point text:</p>

	<p>a) via email to: epc.clerk@yahoo.com and include on the subject line 'Confidential – Clerk's Application', or</p> <p>b) via post: Ettington Parish Council, PO Box 6271, STRATFORD ON AVON, CV37 1NX . Mark the envelope in the top left corner 'Confidential – Clerk's Application'.</p>
Application closing date & time	Refer to timeline at page 12
Who to contact for more information	Sarah Furniss, Clerk, at epc.clerk@yahoo.com with your query and including a telephone number if you wish to have a conversation. If your query is to be directed to the Chairman (Cllr David Hughes) please indicate this in the email heading.
Chairman	Cllr David Hughes
Other Information	<p>The job holder will be employed under the terms and conditions of the NALC model contract of employment.</p> <ul style="list-style-type: none"> ✦ Parish Council meetings are held in Ettington Community Centre. ✦ The Clerk will work from home. ✦ All applications will be treated in accordance with the council's policies on General Data Protection Regulation and Privacy.

Introduction

Ettington is situated on the A422 to the South East of Stratford upon Avon in Warwickshire

Ettington Parish Council has 9 members of which one position is currently vacant. The parish has an electorate of approximately 1,000 Ettington village has a thriving community with shop/post office, junior and infant school, pub, playing field with children's equipment, MUGA and adjacent football pitch which is used by Ettington Rovers. There is an excellent community centre which hosts a range of regular and ad-hoc events.

Parish Council meetings are held on the 2nd Wednesday of the month with occasional, additional extraordinary and working group meetings.

The Parish Council

- owns the playing field, leases land to the Community Centre, leases the football ground from the owner and village street lighting;
- Responsible for a small allotment site;
- Comments on all planning applications in the parish – Stratford District Council makes the final decision but consults the parish council for local comment;
- Raises funds by adding a parish precept to the Council Tax and receives other income by way of the services it provides.
- Is the overseeing body to Ettington Parish Fund (registered with the Chairity Commission).

ETTINGTON PARISH COUNCIL

Clerk to the Council and Responsible Financial Officer

Job Description

Overall Responsibilities

The Clerk to the Council is the Proper Officer and employee of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, and in particular to serve or issue all the notices required by law of the Proper Officer of the Council.

The Clerk is responsible for ensuring that the lawful instructions of the Council in connection with its functions 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. The Clerk is responsible for producing all the information required for making effective decisions and for implementing all decisions of the Council. The person appointed is accountable to the Council for the effective management of all its resources and will report to the Council on them as and when required. The Clerk is the Council's Responsible Finance Officer and is responsible for all the financial records of the Council and for the careful administration of its finances. The Clerk is the responsible officer in respect of the Health and Safety at Work etc. Act 1974, in regard to his/her own and other persons' safety.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions, governing or affecting the running of the Council, are observed.
2. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
3. To ensure that the Council's obligations to insure are properly met.
4. To undertake and maintain the Risk and Asset Registers;
5. To be responsible as an officer under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.
6. To maintain, monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
8. To produce and present regular finance reports (monthly – income/expenditure; quarterly; bank balances and quarter end report);
9. To prepare, in consultation with appropriate Councillors as necessary, agendas for Ordinary, Extraordinary and Annual meetings of the Council, committees of the Council and the Annual Parish Meeting, to issue notices as required and circulate paperwork;
10. To attend such meetings and prepare minutes for approval.

11. To implement and/or monitor and report on actions/resolutions agreed at these meetings.
12. To receive correspondence and documents (electronic and hard copy) on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
13. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
14. 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 relevant fields.
15. 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 the practicability and the likely effects of specific courses of action
16. To act as a representative of the Council, at meetings, training, seminars etc, as required;
17. To undertake training as required /agreed with the Council;
18. To act as webmaster for www.ettington.org.uk
19. To prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council.
20. To undertake other duties, as agreed with the Council as might be reasonably expected based on salary scale and experience.

By section 270(3) of the Local Government Act 1972, a Proper Officer is defined as, in relation to any purpose and any local authority or other body or any area, an officer appointed for the purpose. Accordingly, the Council needs to decide which of their officers should be identified to carry out particular functions which are, by primary or secondary legislation, to be carried out by a specified post which will be the Proper Officer post mentioned by the legislation concerned.

Person specification

Job Title: Clerk and Responsible Finance Officer **Ettington Parish Council September 2021**

Criteria	Essential	Desirable	Score/Notes
Skills required	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • Strong organisational skills • Excellent IT skills, including word-processing, PowerPoint, and spreadsheets • Ability to use web packages, or willingness to learn • Ability to prioritise, work under pressure and to meet strict deadlines • Good numeracy skills 		
Attainment		<ul style="list-style-type: none"> • ILCA/CiLCA Qualified or willingness to undertake training/qualification 	
Knowledge	<ul style="list-style-type: none"> • An excellent working knowledge of Microsoft Office products eg Word, Excel and PowerPoint 	<ul style="list-style-type: none"> • Knowledge of finance, budgets and purchasing procedures 	
Relevant experience	<ul style="list-style-type: none"> • Experience in providing general administrative and financial management support 	<ul style="list-style-type: none"> • Experience of taking minutes of meetings 	

		<ul style="list-style-type: none"> • Experience of accounting package 	
Disposition	<ul style="list-style-type: none"> • Ability to work independently on own initiative and also to contribute as part of a team • Willingness and ability to be flexible • Ability to get on well with a wide variety of people 	<ul style="list-style-type: none"> • An interest in issues relating to local government 	
Other	<ul style="list-style-type: none"> • Ability to travel <ul style="list-style-type: none"> • Able to attend evening meetings 		

Score for each criteria : 0 not able to meet; 1 not able to meet but willing to learn; 2 demonstrable

Position applied for	Clerk to the Council/RFO
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Section A: Personal details	
Name	
Address	
Do you hold a current driving licence? (please tick yes or no)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B: Contact details	
Telephone number(s)	
Mobile phone number	
Email address	

Section C: Education, training and qualifications	
A-level or equivalent results obtained	
College/university attended (if any)	
College/university results obtained	
Do you hold a qualification relating to Local Council Administration? Eg Any of Certificate in Local Council Administration or Local Policy (certificate, diploma, degree) (please tick yes or no)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please circle on this scale of 1 to 5, where 1 is poor and 5 is excellent, how you rate your computer literacy.	1 2 3 4 5
Please indicate how you rate your proficiency in WORD and EXCEL, on a scale of 1 to 5 where 1 is poor and 5 is excellent.	WORD 1 2 3 4 5
	EXCEL 1 2 3 4 5
Section D: Current employment	

Job title	
Name of employer	
Address of employer	
In no more than 100 words, please give a brief description of current duties	

Section E: Employment history in last 10 years				
Please add any further relevant employment if relevant to your application				
Employer	Position held	From (year)	To (year)	Full or part time

Add continuation sheet if necessary.

Section F: References

Please provide two referees (one of whom should be your present or most recent employer). Your nominated referees will only be contacted in the event that the Parish Council wishes to appoint you following interview. Appointments will be conditional upon receipt of satisfactory references.

	Referee #1	Referee #2
Name		
Address		
Position (if any)		
Telephone number		
Email address		

If offered the position, when would you be available to start?

Section G: Declaration

To the best of my knowledge, the information I have provided is correct. I understand that giving false information, or omitting to provide relevant information, may disqualify my application and, if I am appointed, may lead to my dismissal.

Signature of applicant	Date
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Please complete Section H (below) and return with this application form and your introductory letter as requested at page 3 of the information provided, **either by email** (preferred) to: epc.clerk@yahoo.com marked 'Confidential – FAO Vacancy' in the subject heading,

or by post to: Ettington Parish Council, PO Box 6271, STRATFORD UPON AVON, CV37 1NX
Envelope to be marked 'Confidential – FAO Vacancy' top left.

Your attention is drawn to the accompanying documents 'Person Specification', 'Job Description', 'Advert', and 'Introduction'. By completing this form you acknowledge you have read the accompanying documents.

Your application form must reach the Acting Clerk no later than 4.00pm, Sunday DD/MM/YY. An acknowledgement of receipt will be provided when the application is received. All applications will be assessed in line with the Council's policy on staff recruitment.

Applicants invited to interview will be required to provide a presentation to the interviewing panel; details will be provided when arranging the date for interview.

Section H: Supporting statement in addition to your letter of introduction addressed to the Chairman, that you are asked to provide separately.

Using no more than 300 words please indicate how your experience, skills and training equip you for the job advertised.

Please indicate your word count here:

Ettington Parish Council is committed to Equal Opportunities and expects all staff and members to recognise and value differences.

Ettington Parish Council complies with the requirements of GDPR and will treat all personal information you provide accordingly. More information on GDPR policy is available on the council's website [here](#).

Ettington Parish Council

Recruitment of Clerk – Timeline

w/c 20/09/21	To place advert in line with the Staff Recruitment Policy
10/10/21	4pm Deadline for receipt of completed applications
w/c11/10/21	Nominated members to review /score/make notes and agree three candidates to invite for interview.
w/c 18/10/21	Candidates to be notified of whether invited for interview or not
Fortnight commencing 25/10/21	Interviews to be held
10/10/21	Parish Council to ratify decision of interviewing panel regarding appointment. Interview will be with panel of 3 council members and, if possible, outgoing Clerk (advisory capacity only). Candidates will be required to provide a presentation and will be notified of the subject when arranging date of interview.

Start date will depend on circumstances of preferred candidate.

The successful candidate will be appointed on merit and in accordance with the specified criteria.