



Appointment of Parish Clerk and Responsible Financial Officer

Application Pack

October 2023

SUTTON PARISH COUNCIL
Requires a
PARISH CLERK
AND
RESPONSIBLE FINANCIAL OFFICER
30 HOURS PER WEEK
LC SCP 37- 41
£43,516 to £47,573 (Pro-rata)

1. SUTTON AND THE PARISH COUNCIL

AN OVERVIEW OF SUTTON

Sutton is the 5th largest parish in East Cambridgeshire with an electorate of 3098. The village is expecting two new developments to be built in the near future, one at Garden Close, and the second at Mepal Road.

With the Mepal Road development the council will receive an area of land for a new burial ground, additional football pitches, amenity land, and funding towards the refurbishment of its multi-use-games-area. (MUGA).

SUTTON PARISH COUNCIL

Sutton Parish Council was established in 1875, It is represented by 15 members, whose main function is to give a democratically elected voice to the people of Sutton on the issues that concern them the most.

The Parish Clerk is the Proper Officer of the Council and Responsible Financial Officer, and as such is under a statutory duty to carry out all the functions of the council.

The Council is a Burial Authority, administers farm allotments, and is responsible for Sutton Timebank, a community centre, pavilion, community room, public open space and a play area.

Information relating to the Parish Council can be found on its website:

www.sutton-cambs-pc.gov.uk

2. SUMMARY JOB ADVERTISEMENT

Job title: **Clerk and Responsible Financial Officer** 

Organisation: Sutton Parish Council

Salary: £43,516 to £47,573 (Pro-rata) (Pay award pending)

Deadline for submission of Application Forms: 9am Tuesday 31st October 2023.

Interview Dates: 8th November 2023.

Our Parish Clerk will be taking early retirement on the 31st December 2023, and the Parish Council wishes to find a proactive, enthusiastic, and highly motivated person to work alongside the Clerk and formally take over the role on the 1st January 2024.

The clerk is normally based in the council office with some hours of home working negotiable.

The hours of work each week are 30 hours, and some flexibility is required to accommodate evening meetings.

For an informal discussion or to request a recruitment pack and application form, please contact Rosie Hughes – Parish Clerk

Email address: rosie.hughes@sutton-cambs-pc.gov.uk

Phone number: 01353 777189 (Monday – Thursday)

3. HOW TO APPLY.

For an informal discussion or to request a recruitment pack and application form, please contact Rosie Hughes –Parish Clerk.

Email address: rosie.hughes@sutton-cambs-pc.gov.uk

Phone number: 01353 777189 (Monday – Thursday)

Please read all the Application Pack prior to completing your application and make clear in your application why you are interested in the position, and what relevant skills and experience you have, with reference to the Job Description and Person Specification.

Completed applications MUST include a fully completed application form.

The application form should be completed in full and shortlisting will be undertaken, using only the criteria outlined in the person specification. CVs will not be accepted.

Please also complete and submit the Equality and Diversity Monitoring Form with your application.

The closing date for applications is 9am on Tuesday 31st October 2023. Applications received after this time may not be considered.

It is preferred if you could kindly send your application by email to:

rosie.hughes@sutton-cambs-pc.gov.uk

The recruitment and selection process will be undertaken in two parts consisting of:

- Initially selected candidates will be invited to a job interview with Members of the Council
- Pre-Interviews and/or second interviews may be considered by the interview panel, where considered necessary.

4. JOB DESCRIPTION

Overall Responsibilities

The Clerk to Sutton Parish Council is the Proper Officer of the Council and as such is 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.

The clerk will be responsible for ensuring that the instructions of the Council in connection with its function 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 and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The clerk is accountable to Sutton Parish Council for the effective management of all its resources and will report the Council to as and when required. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

Administration

1. To prepare and dispatch summons and agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
2. To ensure that the Council's obligations to insure are properly met.
3. 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. To issue correspondence as a result of the instructions of, or the agreed policy of, the Council.
4. To grant dispensations in respect of pecuniary interests in line with the Members' Code of Conduct and S33 Localism Act 2011.

5. To issue notices and prepare agendas and minutes for the parish meeting, to attend the assemblies of the parish meeting and to implement all the decisions made at the assemblies.
6. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of the Council.
7. To study reports and other data on activities of the Council and on matters relating to those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
8. To draw up both on own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

Personnel

10. To supervise all other members of staff, in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions or employment and the work of other staff.
11. To ensure the proper safety of all Council employees whilst at work, and to ensure compliance with Health and Safety regulations.
12. To advertise for and appoint staff within the agreed establishment of the Council.
13. To maintain the discipline of all employees and initiate disciplinary action where necessary.
14. To conduct staff appraisals and exit interviews where appropriate.

Financial

The Parish Clerk is also the designated Responsible Financial Officer under section 151 of the Local Government Act 1972. (See separate job description).

Property

15. To ensure the proper care, security and usage of all the Council's property and equipment.

16. To ensure proper maintenance of all the Council's play areas, sports fields, open spaces and buildings including all associated equipment.

Legal

17. To be the Council's legal advisor on all matters pertaining to the Council's business.
18. To arrange representation for the Council when necessary.
19. To undertake risk assessments for finance and services provided by the Council, using the Local Council Risk System software.
20. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the Council.

Others

21. To advise the Chairman and Council on all matters of civic protocol.
22. To organise functions as may be required from time to time, for example, public meetings or official openings.
23. To act as a representative of the Council as required.
24. To attend training courses on the work and role of the Clerk as required by the Council.
25. To attend the conferences of the Cambridgeshire Association of Local Councils, Society of Council Clerks and other relevant bodies, as a representative of the Council.
26. To work with the council to achieve Accreditation under the Local Council Award Scheme.

Responsible Financial Officer

1. Prepare financial reports to Full Council or Finance Working Party (where applicable). Reports to cover budget monitoring, council fund balances, receipts to date, payroll summary, payments of accounts, and other relevant matters.
2. Prepare draft estimates. When approved by Full Council these will form the annual budget monitor during the year. Report thereon to Full Council or Finance Committee (where applicable).

3. Submit the precept to East Cambridgeshire District Council and supply any breakdown requested.
4. Bank and regularly enter all receipts and payments of Sutton Parish Council.
5. Ensure that all money due to Sutton Parish Council is invoiced promptly and that any overdue payments are pursued promptly and efficaciously.
6. Identify the duties of all officers and councillors (where applicable) including RFO, dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers and councillors in relation to significant transactions. In other words, ensure that there is as much internal checking as possible.
7. Manage cash flow and control of investments and bank transfers.
8. Control of payments by cheques and online/electronic payments.
9. Overall management of payroll including Pension Schemes. Ensure PAYE information is inputted into Brightpaye promptly. Ensure prompt quarterly payment of tax and national insurance to the Collector of Taxes. Also ensure, where appropriate, prompt payment of sums due to the pension authority.
10. Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections.
11. Verify and code (allocate to expenditure heads) suppliers' invoices prior to approval for payment. And ensure accounts are met.
12. Prepare and balance year-end accounts in accordance with the Accounts and Audit Regulations 2015, and report thereon to Full Council.
13. Produce accounts and records for external audit in accordance with the Accounts and Audit Regulations 2015.
14. Undertake internal audit of all aspects of the Council's financial affairs.
15. Monitor compliance with the Financial Regulations of Sutton Parish Council and ensure that correct financial systems are in place.
16. Management of Insurance Risk. Process claims as necessary. Report annually at the time of renewal to Full Council on insurance risk covered. Fidelity guarantee insurance must be provided.
17. Maintain Register of Property and Assets of Sutton Parish Council.

18. The accounts of Sutton Parish Council are computerised using RBS Alpha system and ensure familiarity with the system in place.
19. To attend training on the work and role of the Responsible Financial Officer as required by the Council.

5. PERSON SPECIFICATION Job Title: Parish Clerk/RFO

Person Specification - Purpose

Describes the knowledge, skills, understanding and attributes which are required to successfully perform this role. This document also identifies how this information may be used to shortlist candidates and to identify areas of questioning for the job interview process.

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Education, training and qualifications	Educated to degree level or equivalent.		√	Application form
	Holds or working towards the Certificate in Local Council Administration (CILCA)	√		Application form
	Has an appropriate professional or management qualification	√		Application form
	Willingness to undertake training.	√		Application form
	Holds a valid driving licence.		√	Application form
Job skills, knowledge and experience	Demonstrates knowledge and understanding of:			
	<ul style="list-style-type: none"> • Financial, resource planning and budgetary control of the Council 	√		
	<ul style="list-style-type: none"> • The powers and duties of a Parish Council and a general understanding of employment law 	√		
	<ul style="list-style-type: none"> • Managing of people, assets and resources 	√	√	Application form or Interview questions
	<ul style="list-style-type: none"> • Health and Safety policy and general practice 		√	
<ul style="list-style-type: none"> • Project management 				
	Has previous experience as a Parish or Parish Clerk	√		

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Job skills, knowledge and experience	Is experienced in advising committees, preparation of meetings and agendas.	√		Application form or interview
	Is able when required to provide leadership on behalf of the Council to employees, Council members and the community.	√		Interview
	Has a developed understanding of the structure of local government and how it works	√		Interview
	Has a broad understanding of financial management especially setting budgets and monitoring expenditure and reporting outcomes	√		Application form or interview
Technology and social media	Appreciates the benefits and the good use of technology and social media in managing and promoting the Parish Council services and activities	√		Interview
	Has a general awareness and understanding of managing a website.		√	Interview
	Is familiar with E-Systems for managing finance, service planning and other related activities		√	Application form or interview
Contractors and Suppliers	Understands financial standing orders relating to the awarding of contracts to the suppliers of service.	√		Interview
	Able where necessary to identify good quality contractors and suppliers	√		Application form
	Can monitor and review the performance of suppliers and contractors.	√		Interview
	Through networking, local and sector knowledge and experience able to identify, when specialist advice is required	√		Interview

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Community and Partnerships	Can build and develop relationships with local community interest groups	√		Interview
	Can develop and maintain relationships with local authorities, other public sector and private sector partners.	√		Application Form and interview
	Maintain good relationships with NALC, CAPALC and SLCC		√	Application Form and interview
Personal Skills and Attributes	Can communicate clearly both verbally and in writing and is able to make presentations and facilitate public events.	√		Application Form and interview
	Demonstrates personal commitment, enthusiasm and is self-motivated.	√		Interview
	Has a mature and diplomatic outlook and is calm under pressure.	√		Interview
	Has a 'can do outlook' and generally gets things done on time.	√		Interview
	Has a sense of humour		√	Interview
	Can work flexibly in meeting the demands of the role.	√		Interview
	Is prepared to lead, has a willingness to listen and respond positively to the views of others.	√		Interview
	Listens well and demonstrates both empathy and understanding when communicating with others	√		Interview

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Personal Skills and Attributes	Demonstrates sound judgement and decision making when resolving or dealing with issues and problems.	√		Interview
	When giving advice or making decisions uses supporting evidence		√	Application Form and interview
	Knows, how, when and where to delegate tasks or activities to others.	√		Application Form and interview
	Has a balanced leadership style.	√		Application Form and interview
	Promotes teamworking wherever necessary at all levels of activity	√		Application Form and interview
	Can plan and organise self and others in setting meaningful objectives and targets.	√		Application Form and interview
				Application Form and interview

6. SUMMARY OF THE TERMS AND CONDITIONS OF EMPLOYMENT

Salary

The salary will be set at SPC point 37-41 in accordance with terms set by the National Joint Council for Local Government Services (NJC) and approved by the National Association of Local Councils and the Society of Local Council Clerks.

For all other purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services.

Starting Date

It is intended that the successful candidate will start employment as soon as possible.

Probation period

All new employees will be subject to a 26-week probationary period which will involve regular discussions on progress.

Membership Fees for Professional Institutions

The Council will pay the subscription to relevant professional bodies and will encourage attendance at professional development events organised by these bodies.

Working Week

The normal working week is 30 hours. The Parish Clerk is required to attend the meetings which form part of the Council's published Calendar of Meetings and specified annual civic and ceremonial events.

Flexible working

Full consideration will be given to a reasonable request for flexible working arrangements.

Other Employment

The postholder will be fully engaged in the employment of the Parish Council and agrees not to undertake any other paid employment without the express written consent of the Council.

Annual Leave

In accordance with the national conditions of service (currently 23 days per annum, plus 2 Local Government concessionary days)

Pension

Employees of the Council are entitled to join an auto enrolment pension fund determined by the Parish Council.

Health and Safety

Sutton Parish Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors.

Equality Policies

The Council is committed to a policy of equal treatment for all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, colour, religion, belief or political persuasion.

SUTTON PARISH COUNCIL

APPOINTMENT OF PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Sutton Parish Council is an equal opportunities employer, and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact: Parish Clerk, Rosie Hughes at rosie.hughes@sutton-cambs-pc.gov.uk Please **complete the application form in full in black ink or type and use only A4 size paper for any continuation sheets.**

PERSONAL DETAILS

Family Name:

Forename(s):

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained plus those currently being undertaken.

Secondary School, College and/or University	Dates		Subjects studied and/or qualifications/grades obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

PROFESSIONAL AND TECHNICAL BODIES MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any Continuous Professional Development you have undertaken.

Name of Institute/Professional Body	Level of Membership	Year of Award

PRESENT OR MOST RECENT EMPLOYMENT



Employer:

Address:

Post Code:

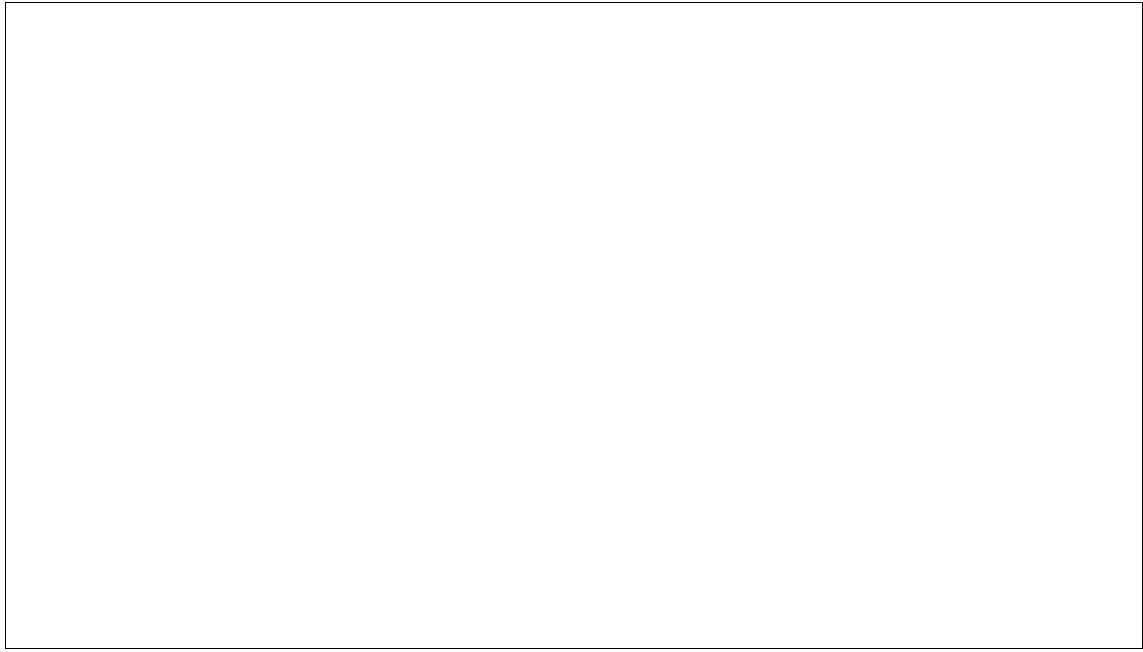
Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please indicate the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description.)



Can you indicate why you wish to leave your current/most recent job?



EMPLOYMENT HISTORY

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		

Continued:

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RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

In this section, please explain how your knowledge, qualifications, skills and experience make you the preferred candidate for this appointment. If necessary, please use an additional A4 sheet.

REFERENCES

Please give details of two people who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:
Capacity known to you:	Capacity known to you:

References will only be requested if the Council is considering offering you this position.

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Councillor or employee of the Council? Yes No If

“yes”, please give details.

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Rehabilitation of Offenders

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

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DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signed _____ Date _____

DATA PROTECTION CONSENT

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see the Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

I give my consent.

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy?

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