

St. Albans Parish Council

St. Albans Parish Council

Clerk & Responsible Financial Officer

Arnold, Nottingham

Pay:

£14.90 - £16.75 an hour (SCP 24-28)

Part-time, Permanent

About the Council:

St Albans Parish Council was formed in April 2018 following the splitting of Bestwood St Albans Parish into two Parishes on the outskirts of Nottingham. The council is made up of nine councillors with currently three seats vacant.

About the role:

The council is looking for new Clerk to the Council and Responsible Financial Officer. The role is home based with meetings normally taking place in the parish though currently online due to Covid19.

The council meets once a month, 10 times a year. You will be required to help prepare for, attend and draft minutes of meetings, as well as moving agreed actions forward between meetings.

The role is for 30 hours a calendar month plus overtime by agreement.

The successful candidate's salary will be based on experience.

The role is also to act as the Responsible Financial Officer which requires a good level of numeracy and basic accounting skills. To oversee and balance the Council's accounts and prepare records for budget information, audit, VAT claims and the calculation of the Parish precept.

You will be responsible for all aspects of legal and statutory aspects of the Council, as well as providing advice and overseeing the implementation of council decisions.

Certificate in Local Council Administration (CiLCA) and experience essential.

Applications to be submitted by 20th of December 2020.

Interviews to be held virtually and will be conducted week commencing the 4th of January 2021.

For further information and application pack please contact the Chairman of St Albans Parish Council by email at martyn@stalbans.org

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Person Specification

Essential:

- Experience of Local Government, particularly Parish or Town Councils.
- Appropriate qualification Certificate in Local Council Administration (CiLCA)
- 5 GCSEs or equivalent A-C including Maths and English.
- Experience with meetings.
- Ability to take and produce minutes.
- Working knowledge of bookkeeping, basic accounts and VAT.
- Ability to communicate effectively (both verbally and the written word).
- The ability to deal with and communicate sensitively with, members of the public at all levels in person, via the telephone and written correspondence.
- IT skills: be competent with MS Word, Excel, Outlook and the internet including Zoom and social media platforms.
- To have the use of a vehicle at all times and hold a full current driving licence.
- Willingness to work out of normal office hours, including attending meeting that usually take place in the evenings (on a four to six weekly basis)
- Experience with analysis of data and production of reports.

Desirable:

- Ability to handle confrontation with diplomacy, a moderate approach and resilience
- Problem solving skills and resourcefulness
- Proactive approach to work and overcoming obstacles
- Experience of Risk Assessment and Health and Safety.
- Experience of office administration.
- Exceptional organisational and time-management skills.

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Duties and Responsibilities:

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, if necessary.
- To ensure that the Council's obligations are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
- To attend all meetings of the Council. Additional meetings may be called if required.
- To receive correspondence and documents on behalf of the Council and if possible, to deal with the correspondence or documents or if necessary, to bring such items to the attention of the Council. To issue correspondence in accordance with instructions from, or the known policies of, the Council.
- 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 and to ensure payment is received.
- 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 the administrators and specialists in particular fields.
- To draw up both on his/her own initiative and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action. Including budget proposals.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required.
- To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk, as required by Council