



# Rottingdean Parish Council

Chair: Cllr Sue John, 37 Nevill Road, Rottingdean, BN2 7HH  
01273 309476 [suej.john@rottingdean-pc.gov.uk](mailto:suej.john@rottingdean-pc.gov.uk)

**Vacancy for Parish Clerk/Responsible Finance Officer to start on 1 March 2020.**

The post is part-time (15 hours per week), suitable for someone working from home. Good admin skills, financial and computer literacy, excellent communication and organisational skills are essential. A knowledge of local government is highly desirable.

Possession of CILCA or equivalent would be advantageous. Job description located at [www.rottingdean-pc.gov.uk](http://www.rottingdean-pc.gov.uk) under News.

Starting salary £10.50–£13.00 per hour depending on experience & qualifications.

Application by letter with CV to Cllr Sue John, Chair at [sue.john@rottingdean-pc.org.uk](mailto:sue.john@rottingdean-pc.org.uk)

Closing date: 14 February 2020

## **JOB DESCRIPTION**

### **Job purpose**

The Parish Clerk 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 advise Council on, and assist in the formation of, policies to be followed in respect of Council activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk be accountable to the Parish Council for the effective management of all its resources and will report to them as and when required. Parish Clerk is an employee of the Parish Council.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

### **Duties will include:**

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 returns. To ensure all relevant financial information is publicly available on the Parish Council's website in line with the Transparency Code.

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 attend the monthly meetings normally held on 1<sup>st</sup> Monday of each month at the Rottingdean Whiteway Centre starting at 7.30 pm, to attend at the Annual General Meeting and other meetings as required including meetings with Brighton & Hove City Council.

The Clerk will make all arrangements, including accommodation, for the regular meetings and additional ones when asked to do so.

To prepare, in consultation with appropriate members, agendas for meetings of the Council.

To arrange for the publication of the agendas, meeting all legal requirements.

To attend all such meetings, prepare minutes for approval within an agreed timescale and ensure that the Council makes legal decisions.

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 instructions, or in accordance with the known policy, of the Council

To maintain a dated log of all matters brought to the attention of RPC via the Clerk, noting respondent and outcome where appropriate.

To prepare a document entitled "Parish Office Notes" highlighting issues ensuing from correspondence of public interest to be circulated at the monthly RPC meeting.

To circulate the agenda and printed minutes to RPC members, ward members, Member of Parliament and CEO & Leader of BHCC a week before each PC meeting.

To maintain a further log of additional matters arising during the following week to be distributed by email on the day before the PC meeting and in printed form at the meeting.

To monitor government 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 particular fields and to produce reports for circulation and discussion by the Council

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 practicability and likely effects of specific courses of action. To prepare, in consultation with the Chair, 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 the Council.

To hold or work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council

To be available during reasonable hours for Parishioners to raise matters and, to receive information and comments by telephone and email.

To receive and log all planning applications and to inform the Chairman of the planning sub-committee when applications are received, look up previous history as necessary and send the Council's comments to B&H CC to arrive by the given deadline. File and keep securely.

To Liaise with Rottingdean Preservation Society on planning applications in the Conservation Area and with Rottingdean's representative on the City's CAG.

### **General Administration**

To Liaise with B&H City Council, and other bodies or individuals, in connection with Council business as required.

To update the Rottingdean Parish Council website as and when required

To help edit and prepare the PC's annual newsletter and to arrange distribution to all households in the Parish.

To maintain and update documents pertaining to legal legislation, such as Freedom of Information Act, Data Protection, Declaration and Register of Interests and Elections.

To ensure that the Council has adequate Insurance

**PERSON SPECIFICATION**

Job requirements	Essential Strengths required
Qualification & Experience	<p>Experience of working in local/National Gov</p> <p>Desirable: Working with Councillors and commitment to continuing professional development. Working towards the Certificate in Local Council Administration (CiLCA)</p>
Work-related personal requirements	<p>Organisational skills</p> <p>Well organised</p> <p>Structured approach</p> <p>Time management</p> <p>Good administration skills</p> <p>Customer service skills</p>
Knowledge, abilities, skills & experience	<p>Computer literacy</p> <p>Experience of Word, Excel, etc</p> <p>Competent in using IT systems (Word &amp; Excel) with good general IT awareness.</p> <p>Ability to navigate the internet and update websites</p>
Finance	<p>Financial record keeping &amp; year end accounting.</p> <p>Experience of budget setting, financial control and VAT admin.</p>
Knowledge, abilities, skills & experience	<p>Communication skills</p> <p>Ability to write clear &amp; accurate reports &amp; correspondence</p> <p>Clear verbal communicator, able to work with a wide variety of people effectively</p>
Innate skills & attributes	<p>Personal qualities</p> <p>Ability to work autonomously, using own initiative, as well as collaborating as part of a team</p> <p>Able &amp; willing to work as specified and some ad hoc evenings</p>
Knowledge, abilities, skills & experience	<p>Diplomacy</p> <p>Ability to maintain good working relationships with the public and Councillors</p> <p>Ability to manage conflict</p> <p>Ability to remain objective and politically neutral in recording information and in dealings with Councillors, officials and the general public</p> <p>Commitment to treating councillors and parishioners fairly and without bias</p>
Educational qualifications	<p>Education level</p> <p>CiLCA/ Degree/Professional qualifications</p> <p>Willingness to undertake relevant qualifications &amp; training</p>

