



## JOB DESCRIPTION

<b>Role:</b>	Clerk and Responsible Financial Officer
<b>Salary range:</b>	SCP 16-23, dependant on qualifications and experience
<b>Hours:</b>	12 to 15 hours per week, mostly flexible and remote
<b>Closing date:</b>	No later than 30 June 2025 at 5pm, however, prospective candidates should bear in mind that interviews will be held and the position offered prior to the closing date should a suitable candidate apply
<b>How to apply:</b>	CV and covering letter to <a href="mailto:clerk@havershamlittleinfordpc.gov.uk">clerk@havershamlittleinfordpc.gov.uk</a>

### Overall Responsibilities

The Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all its statutory functions which includes responsibility 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 and assist the Council in the formation of policies to be followed in respect of the Council's activities and to prepare and produce all the information required for the Council to make effective decisions and implement them.

The Clerk will also hold the statutory role of Responsible Financial Officer and therefore responsible for day-to-day financial management for a Council which has precepted c.£31,500 for 2025/6.

This is primarily a home-based role but requires in-person attendance at formal Council meetings and informal meetings as and when required. A laptop, extra screen and printer will be provided, as required.

Applicants are not required to have either the ILCA or CiLCA qualification but will be supported in attaining them.

### Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed and act as the main point of contact for the Council. The Clerk, together with the Chair, must also ensure Council meetings are carried out in accordance with the adopted Standing Orders.
2. To act as the Responsible Finance Officer and manage the financial records of the Council in accordance with legal requirements, the adopted Financial Regulations and best practice, including processing invoices and payments. This includes monitoring and reconciling the Council's accounts and preparing records for audit purposes and VAT. It also includes forecasting and the preparation of an annual budget to inform the precept demand.

3. To be accountable to the Council for the effective leadership and management of its operations, finances and other resources, including preparing risk assessments and maintaining an asset register.
4. To act as the custodian of the Council's assets, including management of its allotments, Recreation Ground and other green spaces.
5. 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. Where appropriate, to issue correspondence as a result of instructions, or the known policy, of the Council.
6. To issue notices and prepare agendas for the 12 public meetings per annum of the Council and assist with preparation for the Annual Parish Meeting. To attend such meetings and prepare minutes for approval and take forward, as appropriate, points for action.
7. To attend other meetings as appropriate and as agreed with the Chair, including acting as a representative of the Council as required.
8. To manage health and safety to ensure the wellbeing and safety of all who visit or work in the facilities provided by the council.
9. To work with Councillors in maintaining the website, including uploading minutes and agendas.
10. To advise the Council on and assist in the development of policies and implementation plans.
11. To seek out opportunities to develop the Council's services in line with the community's needs, presenting business cases that identify return on investment, benefits and risks to the Council for decision. Where such activities are led by Councillors, to support them in such activities.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To attend training courses or seminars on the work and role of the Clerk as identified by the Clerk or the Council.
14. To work with Councillors to evaluate any options on tendering projects for the provision of services to the Council, including the oversight of contract management and delivery. Other projects may include, but are not limited to, applications for grants and subsequent work to administer them according to the terms of grant.
15. To further develop the professional knowledge required for the role. Individual membership of The Society of Local Council Clerks may be required and all costs associated with membership fees would be covered by the Council.

### **Key Skills**

- IT literate and proficiency in Microsoft 365, particularly Word and Excel, and HMRC Basic Tools for payroll.
- Financially shrewd with experience of managing budgets. It would be desirable to have had experience in using Scribe Accounts or similar.
- Strong written and verbal communication, articulating ideas and responses succinctly and clearly.
- Being persuasive and showing diplomacy and tact.
- Organising and prioritising workloads effectively and demonstrating solid time management.
- Being pro-active and a solution seeker.
- Working as part of a team towards a common goal.