

Normandy Parish Council

Serving Our Community through working in Partnership

Job Advertisement

Parish Clerk and Assistant Clerk vacancies

Normandy Parish Council, a parish within Guildford Borough of Surrey, is seeking candidates for the vacancies of Parish Clerk and Assistant Parish Clerk. One of the roles will include being appointed as the Responsible Financial Officer (RFO) for the Council, and this will be determined based on the skills of the applicants for both roles.

These vacancies represent an excellent opportunity to join a revitalised Parish Council which is developing a clear vision for Normandy, and for individuals with the right skills, knowledge, experience and disposition to take on the challenging yet rewarding roles of Parish Clerk and Assistant Clerk to support the councillors in their strategic aims.

The roles will be home based initially, although among the exciting projects the council is working on are securing appropriate premises to house a Parish Office to further enhance communication with residents. Some evening work will be required to attend meetings, and there may be other weekend work required on occasions.

Remuneration for each role will depend on the allocation of the RFO responsibilities and the knowledge and experience of the successful applicant, and a salary range is provided in the detailed recruitment information pack. Full training will be provided, and an experienced mentor may be assigned to support the new team once in place.

The ideal candidates will have a proven record of success and experience working in the local government sector, but more importantly will demonstrate a real interest in the village and a dedication to delivering services of the highest quality to residents, businesses and visitors to Normandy.

If this sounds interesting to you and you wish to be considered for the either role, please download the recruitment information pack and appropriate application form from the Parish Council website www.normandyparishcouncil.gov.uk or contact the Locum Clerk on 07428 647069 or via email andy.beams@normandyparishcouncil.gov.uk for more information.

Closing date for receipt of applications is **Friday 17 September 2021**.

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Recruitment Information Pack

Job vacancies: **Parish Clerk and Assistant Clerk** (with RFO responsibility to be determined)

Introduction

Thank you for responding to the Council's advertisement for these vacancies. We hope you will find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:

- The role of the Parish Clerk / Assistant Clerk / Responsible Financial Officer (RFO)
- The job descriptions
- The person specification
- The recruitment process
- The application form (CVs alone will not be accepted as a valid application)

This Recruitment Information Pack will not form part of any subsequent contract of employment.

Further information about the Council can be found at www.normandyparishcouncil.gov.uk

If, due to a disability or impairment, you would like us to make any special arrangements concerning the completion of the application form or for attendance at an interview, please let us know.

Closing date for receipt of applications is 5pm on Friday 17 September 2021. No application received after this time will be considered.

If you wish to find out more about the role and have an informal discussion prior to submitting your application, please contact Andy Beams (Locum Clerk) on 07428 647069.

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Role of the Parish Clerk / Assistant Clerk / Responsible Financial Officer (RFO)

Why become a Parish Clerk / Assistant Clerk / RFO?

Becoming a Parish Clerk / Assistant Clerk / RFO provides the opportunity to fulfil some of the most rewarding jobs in a local community. A competent staffing team is an essential element of a successful Parish Council.

Parish Councils are one part of the local government structure, and work alongside the local Borough / District Council and County Council to deliver a range of services to residents, businesses and visitors to the local area. Parish Councils are often viewed as the tier of government closest to the people.

The role of a Parish Clerk / Assistant Clerk / RFO is to ensure that the Council meets its statutory duties and conducts its business properly. The Parish Clerk / Assistant Clerk / RFO provides independent, objective and professional advice and support to Councillors to enable them to make informed decisions which affect the local community.

What does the Parish Clerk / Assistant Clerk/ RFO do?

The enclosed Job Description lists the duties of the Parish Clerk / Assistant Clerk / RFO in detail. The exact split of responsibilities between the Parish Clerk and Assistant Clerk (including the RFO role) is likely to be determined based on the skills and knowledge of the appointed candidates. You are welcome to apply for either or both roles (please make this clear in the application form). The main duties of the jobs can be summarised as:

Parish Clerk

- To ensure that the Council conducts its business lawfully
- To administer all the Council's documentation
- To ensure that meeting papers are properly prepared, and that Councillors and members of the public are aware of meeting dates, times and venues
- To communicate and carry out the Council's decisions
- To organise and manage the provision of the Council's services
- To organise and oversee the implementation of projects
- To communicate and market the Council's services and facilities
- To keep asset registers and other legal documents
- To keep up to date through ongoing training, qualifications and professional development
- To line manage other Council employees and delegate tasks as determined by the priorities of the Council

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Assistant Clerk

- To support the Parish Clerk in delivering the key accountabilities of the role
- To administer Council documentation delegated by the Parish Clerk
- To assist in ensuring that meeting papers are properly prepared, and that Councillors and members of the public are aware of meeting dates, times and venues
- To communicate and carry out the Council's decisions
- To organise and manage the provision of the Council's services delegated by the Parish Clerk
- To organise and oversee the implementation of projects delegated by the Parish Clerk
- To communicate and market the Council's services and facilities
- To keep up to date through ongoing training, qualifications and professional development

Responsible Financial Officer

- Carry out all the statutory functions of a Section 151 Officer
- Ensure the implementation of, and compliance with, the Council's Financial Regulations
- Provide financial information as directed by the Council in a timely manner
- Oversee the Council's policies in terms of internal controls and financial risk management
- Manage a system for recording the Council's receipts and payments during the financial year
- Ensure statutory year-end financial returns are completed accurately for submission
- Complete all required VAT and HMRC returns accurately and in a timely manner
- Be responsible for the production of the Council payroll

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Job Descriptions

Job title:	Parish Clerk
Working hours:	25 per week (exact working pattern to be agreed with successful applicant)
Salary:	NJC scale SCP 24 – 28 (£28,672 - £32,234 full time equivalent)

Job purpose

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

The Parish Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Parish 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, to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

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

Key accountabilities

- 1.** To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2.** ** To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.*
- 3.** To ensure that the Council's obligations for Risk Assessment are properly met.
- 4.** To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees.
- 5.** To attend all meetings of the Council and all meetings of its committees and sub-committees and prepare minutes for approval.
- 6.** 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 the known policy of the Council.

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- 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 and to ensure payment is received.*
- 8.** 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 particular fields and to produce reports for circulation and discussion by the Council.
- 9.** 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.
- 10.** To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- 11.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 12.** To act as the representative of the Council as required.
- 13.** To issue notices and prepare agendas and minutes for the 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.
- 14.** To prepare, in consultation with the Chair, press releases about the activities or decisions of the Council.
- 15.** To attend training courses or seminars on the work and role of the Parish Clerk as required by the Council.
- 16.** To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Parish Clerk.
- 17.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested is membership of your professional body The Society of Local Council Clerks.
- 18.** To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

** Information in italics relates to the responsibilities of the Responsible Financial Officer (RFO) and will be allocated to one of the roles based on the skills of the successful applicants.*

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Job title:	Assistant Clerk
Working hours:	15 per week (exact working pattern to be agreed with successful applicant)
Salary:	NJC scale SCP 18 – 23 (£24,982 - £27,741 full time equivalent)

Job purpose

The Assistant Clerk will support the Parish Clerk to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Assistant Clerk will be responsible for ensuring that the instructions of the Council delegated by the Parish Clerk are carried out.

The Assistant Clerk is expected to support the Parish Clerk and the Council in the formation of policies to be followed in respect of the Authority's activities and to provide administrative support to produce all the information required for making effective decisions and to implement constructively all decisions.

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

Key accountabilities

- 1.** To support the Parish Clerk to ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2.** ** To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.*
- 3.** To prepare, in consultation with appropriate members and the Parish Clerk, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval where required to do so.
- 4.** To attend meetings of the Council and of its committees and sub-committees where required to do so.
- 5.** To deal with the correspondence or documents received under the delegated authority of the Parish Clerk. To issue correspondence as a result of instructions of, or the known policy of the Council.
- 6.** ** 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.*
- 7.** To study reports and other data on activities of the Council and on matters bearing on those activities where delegated to do so.

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- 8.** To draw up both on his/her own initiative proposals for consideration by the Parish Clerk and the Council and to advise on practicability and likely effects of specific courses of action.
- 9.** To act as the representative of the Council as required.
- 10.** To prepare, in consultation with the Parish Clerk, press releases about the activities of, or decisions of, the Council.
- 11.** To attend training courses or seminars as required by the Council.
- 12.** To continue to acquire the necessary professional knowledge required for the efficient performance of the Assistant Clerk role.
- 13.** To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

** Information in italics relates to the responsibilities of the Responsible Financial Officer (RFO) and will be allocated to one of the roles based on the skills of the successful applicants.*

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Person Specification

Job title: Parish Clerk

Qualifications and experience

<i>Essential</i>	<i>Desirable</i>
Hold Certificate in Local Council Administration (CILCA) qualification or be prepared to achieve it within 2 years	Knowledge of the governance and legal framework in which the Council operates
Experience of the following: <ul style="list-style-type: none">• Committee work, agenda preparation and minute taking• Dealing with the public• Budget setting, monitoring processes, controls and financial management reports	Experience of working within a local government environment
Excellent organisational and administrative experience and the ability to prioritise	
Strong interpersonal skills	
Ability to form and maintain sound working relationships with key internal and external stakeholders	
Solid oral and written communication skills, including the ability to assimilate and present information coherently and concisely	
Good working knowledge of Microsoft 365 Office software tools	Interest in using and learning new IT systems Previous experience of using Rialtas Business Solutions (RBS) accounting software

Personal qualities and other requirements

<i>Essential</i>	<i>Desirable</i>
Have a genuine interest in Normandy, its residents, its history and its future as a thriving village	Have some knowledge of Normandy
Self-reliant and self-motivated with the drive, commitment and initiative to achieve results and motivate others	
Trustworthy with confidential information	Business perspective and acumen
Ability to demonstrate tact and diplomacy	Sensitivity to working in a political environment
Ability to exercise sound judgement and lead by example in ensuring the standards of conduct and integrity	
Availability and willingness to attend evening Council meetings	Current driving licence

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Job title: Assistant Clerk

Qualifications and experience

Essential	Desirable
	Hold Certificate in Local Council Administration (CiLCA) qualification or be prepared to achieve it within 2 years Knowledge of the governance and legal framework in which the Council operates
	Experience of the following: <ul style="list-style-type: none"> • Committee work, agenda preparation and minute taking • Dealing with the public • Budget setting, monitoring processes and financial management Experience of working within a local government environment
Excellent organisational and administrative experience and the ability to prioritise	
Strong interpersonal skills	
Ability to form and maintain sound working relationships with key internal and external stakeholders	
Solid oral and written communication skills, including the ability to assimilate and present information coherently and concisely	
Good working knowledge of Microsoft 365 Office software tools	Interest in using and learning new IT systems Previous experience of using Rialtas Business Solutions (RBS) accounting software

Personal qualities and other requirements

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Have a genuine interest in Normandy, its residents, its history and its future as a thriving village	Have some knowledge of Normandy
Self-reliant and self-motivated with the drive, commitment and initiative to achieve results and motivate others	
Trustworthy with confidential information	Business perspective and acumen
Ability to demonstrate tact and diplomacy	Sensitivity to working in a political environment
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Availability and willingness to attend evening Council Meetings	Current driving licence

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Recruitment process

Selection process

The recruitment process will include:

- Shortlisting, based on the information submitted in the application form
- Assessment against the person specification, and
- Selection interviews, with a panel of interviewers consisting of Councillors of Normandy Parish Council

You should complete the enclosed Application Form in full and not disregard any section.

CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission to do so. If appropriate, the authenticity of references may be checked by direct confidential contact if you are being offered the appointment.

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed application form, CV or testimonials to any Councillor will be regarded as canvassing.

Equal Opportunities

The Parish Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010. We will appoint purely on merit and suitability for the vacancy on offer.

Further information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

Further information can be found at www.normandyparishcouncil.gov.uk or by contacting the Locum Clerk on 07428 647069.

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Application Form

Please return your completed application form to andy.beams@normandyparishcouncil.gov.uk or to Andy Beams, 29 Patcham Mill Road, Stone Cross, Pevensey, East Sussex, BN24 5PA.

Closing date for applications is 5pm on Friday 17 September 2021.

Job Details	
Position	Where did you see this post advertised?
Personal Details	
Name	
Address	
Telephone Number	Email address
Do you hold a current driving licence? Yes / No	If yes, do you have access to a vehicle? Yes / No

Education and Qualifications			
Please give details of all educational qualifications obtained and those currently being pursued.			
Name of institution or body	Dates attended	Subjects studied/Qualifications	Grades achieved

Training		
Including trade/professional training, government training schemes, apprenticeships, short courses etc.		
Course Title	Organisation	Dates

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Membership of Professional Institutes		
Institute	Level of Membership	Year of Award

Present or most recent employment	
Name of Employer	Job Title
Address of Employer	Dates Employed
	Period of notice required
Please give a brief outline of your main responsibilities	

Previous Employment			
Please list all previous employment in chronological order.			
Dates employed	Name of Employer	Job Title and main responsibilities	Reasons for leaving

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Other experience

This should include any period not accounted for by full-time employment/education/training – e.g., voluntary work/unemployment.

Experience	Dates

Information in Support of Your Application

This is the most important part of your application. Having read the job description and person specification, please tell us how your experience and abilities meet the requirements of the job. Please do not repeat your career history but draw our attention to your main achievements and how these will help you be successful in the post. Reference to any relevant unpaid/voluntary work will also be welcomed. Please include additional sheets if required.

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References

Two references are required – one of the references must be your current line manager with responsibility for your performance (or if an existing Clerk/Head of Paid Service, the Chairman of the Council). References will only be contacted if you are offered the position.

Name	Name
Job Title	Job Title
Name of Organisation	Name of Organisation
Address	Address
Email address	Email address
Phone number	Phone number
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

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Disabled candidates

Any candidate who notifies us of a disability and meets the minimum essential criteria for the job will be guaranteed an interview. The Council complies with the Equality Act 2010.

Do you consider yourself to have a disability? Yes / No

If yes, please inform us of any arrangements you may need to assist you if selected for an interview.

Relationships

Please note that any attempt to canvass or influence the fair appointment of staff will render the application for employment invalid.

Are you a Councillor or are you related to or living with a Councillor or Council employee? Yes / No

Do you have, or have you had any business or financial interests involving the Council's, e.g., you have been a supplier of services to the Council? Yes / No

If yes to either question, please provide details below.

Rehabilitation of Offenders Act 1974

You must complete this section if you have been convicted of a criminal offence and have not yet completed the rehabilitation period for the offence i.e., it is not 'spent', or if we have indicated that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended).

Have you been convicted of a criminal offence? Yes / No

If yes, please provide details below (including date, the nature of the offence, and the penalty).

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Right to Work in the UK

In accordance with the Asylum and Immigration Act 1996 (amended February 2008), we are required to check your eligibility to live and work in the UK.

Please confirm you will be able to provide this evidence if offered an interview? Yes / No

(A valid UK passport or similar form of identification is sufficient at this stage)

Are there any restrictions to your right to live and work in the UK, such as a Work Permit or Worker Registration Scheme? Yes / No

If yes, please provide details below.

General information

If there is any assistance you would like the Council to provide you with either in connection with an interview if you are short-listed or to enable you to do this job, or if there are any special circumstances which you would like to make us aware of, please give details below.

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Signed

Date

Data Protection

This information will be used for recruitment, selection and appointment purposes and may be copied for use during this process. If you are appointed, the information you have provided will be stored and used for operational and managerial purposes and in connection with the payment of salaries. If you are not appointed, the data will be stored for a short period then destroyed. Normandy Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose for which it was collected and only for as long as is necessary.