

# **Lyminge Parish Council**

<b>Job Description</b>	
Job Title	Proper Officer - Parish Clerk
Hours of work	25 hours per week  Regular evening working will be required. Typically this is a minimum of two evening meetings a month.  Occasional additional hours, in the evening or at the weekend, may be required to support the activities of the council.
Location	At present the role is mainly home based. Meetings take place within the parish, on a rotating venue schedule.  The council is exploring office options.
Reports to:	Personnel Committee
Timeline	Application deadlines: 29th April (noon) Interviews: w.c 13th May Start date: Flexible

This is a permanent position, subject to a six month probationary period.

## **Introduction**

Lyminge Parish Council has a precept of around £152,000, two members of staff (in addition to the Clerk) and encompasses three villages. The parish is home to around 2000 electors with 35% being over the age of 65. The council has several projects currently ongoing, including a Neighbourhood Plan.

The parish is home to two pubs, several play parks, open green spaces, three village halls, multiple churches, one school, and various other local businesses and initiatives including the parish council allotments in Rhodes Minnis. The full council has 13 seats of which ten are currently filled.

The residency of the parish is set to increase as there is currently ongoing construction for new homes and other planning applications for developments including 45 new homes and another allocated site in Etchinghill.

# **Lyminge Parish Council**

## **Overall purpose of the role**

The Clerk to the Parish Council will be the Proper Officer of the Parish Council, and as such is responsible for ensuring that the statutory duties of the Parish Council are fulfilled, whilst working to enable the smooth running of the Parish Council and the effective delivery of services provided. The Clerk will be totally responsible for ensuring that the instructions of the Parish Council in connection with its function as a Local Authority are carried out. The Clerk will work alongside the Responsible Financial Officer to ensure that the financial records of the parish council are properly maintained.

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

## **Specific duties and responsibilities**

### **Governance and Compliance**

- To ensure that statutory and other provisions governing or affecting the running of the Parish Council are carried out, in particular to issue all notifications required by law of a local authority's Proper Officer.
- To advise the Council on, and assist in the formation of, overall policies. To regularly review the policies of the Council to ensure they are compliant with legislation, achieving the desired result and where appropriate suggest modification.
- To meet statutory deadlines for the submission of audit paperwork to the auditors appointed by the Government.
- To ensure that the Parish Council's obligations for Risk Management are properly met.

### **Administration**

- To prepare agendas and papers for meetings of the Parish Council and Committees. Posting the agenda on notice boards and the website according to procedure. To attend these meetings and prepare minutes for approval - other than where such duties have been delegated to another Officer. To implement decisions made by the Parish Council and Committees.
- To receive email, correspondence and documents on behalf of the Council, and to bring these to the attention of the Parish Council. To prepare and issue correspondence as a result of instructions of the Parish Council.
- To ensure up-to-date electronic and hard copy records are maintained of the archive, computer files and databases, and deal with the registration of councillors' declarations of pecuniary interest.
- To act as Data Protection Officer. To keep records in accordance with the Record Retention Policy and statutory requirement, ensuring information security and confidentiality as necessary.

# **Lyminge Parish Council**

- To prepare news about the activities of the Council in consultation with the Council, including monthly Parish newsletter articles, Annual Report for Annual Parish Meeting and updating social media channels.
- To attend Clerk's Conference and relevant training courses, and to work towards the achievement of the Certificate in Local Council Administration (CiLCA).
- To attend the Conference of the National Association of Local Councils, and other relevant bodies, as a representative of the Council as required.
- To deal with enquiries and issues arising from the public – by phone, email or letter.

## **Project Management**

- To record and monitor planning applications ensuring that all relevant matters are included on the next agenda for consideration by councillors and to submit any response to the Planning Officer within the given deadline.
- To assist with ongoing projects including the Neighbourhood Plan, council surgeries, Allotments, pursuit of a Highways Improvement Plan, pursuit of a Conservation Area and general improvements in the public realm.
- To study reports and other information on behalf of the Council. Where appropriate, to discuss such matters with administrators and specialists and to produce summary reports and papers 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 the practicability and likely effects of specific courses of action.
- To act as the representative of the Council as and when required. To provide proactive liaison with residents, local organisations and the local authority. To help with the preparation, set up and running of events on behalf of the Parish Council.
- To oversee the management and maintenance of sites across the Parish including allotment sites, play areas, open green spaces, village greens and other assets.
- To undertake project work as required.

## **Human Resources**

- To ensure that recruitment, appraisal and other HR policies are administered in accordance with employment law.
- To oversee staff and contractors and manage their daily tasks (RFO and handyman).
- To undertake all necessary actions regarding health and safety.

The tasks listed above are not exhaustive and there may be a requirement to undertake other duties as reasonably required.

## **In addition**

While the council does employ an RFO, we are keen to hear from those who are also knowledgeable about finances/the role of an RFO so we can ensure the council is properly

# **Lyminge Parish Council**

covered in the event of sickness/unexpected incidents. Examples of financial responsibilities of the RFO are listed below for information.

- To monitor and balance the Parish Council's accounts and prepare records for audit purposes, and VAT.
- To prepare draft estimates which, when approved, will form the annual budget for the following year. To prepare draft financial statements and monthly or quarterly management accounts and cash flow forecasts and to present these to the Parish Council.
- To operate the Parish Council's banking and investment deposit facilities.
- To undertake other duties commensurate with that of a Responsible Finance Officer. To include, but not exclusive to: running of monthly payroll and pension contributions; submission of the precept to the District Council; maintenance of the Parish Council's Asset Register and that the Parish Council has such insurance as is required or is mandatory.
- 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 respond to queries and matters arising from invoicing of users and payment of suppliers.
- To prepare invoices for payment and to process Grant payments.
- To prepare and complete monthly payroll and pension contributions for Parish Council employees, using the HMRC and pension provider systems.

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## **Person specification and experience**

Applicants will be able to demonstrate experience in administrative roles with responsibilities for staff and resource management. They must be highly literate and numerate and able to create clear documentation. Applicants will be highly organised and self-motivated. Ongoing training will be provided.

<b><u>Person specification</u></b>			
<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Previous administrative experience and of working in an office environment.	√		Application/interview
Minute taking and servicing of committees	√		Application/interview
Experience of dealing with members of the public	√		Application/interview

## Lyminge Parish Council

Line management experience		√	Application/interview
<b>Knowledge and skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Good verbal and written communication skills, with the ability to communicate with stakeholders (Councillors, District/County Council officers, contractors) both face to face, by phone and email.	√		Application/interview
Able to plan own workload and work to deadline in light of competing and changing priorities	√		Application/interview
Experience of budget management and financial administration		√	Application/interview
Ability to work alone and as a member of team; organising, managing and motivating others	√		Application/interview
Strong organisational and time management skills	√		Application/interview
Intermediate Word, Excel, PowerPoint and Outlook skills	√		Interview
Knowledge of financial matters including end of year accounts, audit and AGAR.		√	Application/interview
Working knowledge of Local Government		√	Application/interview
<b>Behaviours and characteristics</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Ability to work flexible hours including attendance at evening meetings – typically a minimum of two evenings each month	√		Interview
Access to a car (to attend evening	√		Interview

# Lyminge Parish Council

meetings in rural locations)			
Clean driving licence	√		Interview

## Terms of appointment

Contract type	Permanent
Hours of work	<p>25 hours per week. The standard weekly hours of work are 37 per week for all staff (pro rata for part-time staff)</p> <p>The need to work additional hours will arise from time to time. With the approval of the Chairman or in his/her absence of Vice Chair, any additional hours will either be paid at the appropriate NJC rate, or taken as time in lieu.</p>
Salary	Salary will be in accordance with the National Joint Council (NJC) Salary Scales. Grade dependent on experience and qualifications.
Annual Leave	22 days plus public holidays (Part time staff have annual leave calculated pro rata)
Pension	The Parish Council will provide the statutory workplace pension.
Informal enquiries	<p>For informal enquiries, please email any of the following members of the personnel committee:</p> <p>Clint - <a href="mailto:clint.mcwhinnie@lymingeparishcouncil.org.uk">clint.mcwhinnie@lymingeparishcouncil.org.uk</a>            Janine - <a href="mailto:janine.fuller@lymingeparishcouncil.org.uk">janine.fuller@lymingeparishcouncil.org.uk</a>            Tim - <a href="mailto:tim.rising@lymingeparishcouncil.org.uk">tim.rising@lymingeparishcouncil.org.uk</a></p>
References	Applicants should be prepared to provide two professional referees.