**Barrington Parish Council**

**Clerk and RFO to the Council - Role description**

The role of a Parish Clerk is to support the Council as a whole, ensure that it conducts its business properly, and to provide independent, objective, and professional advice and support to the Councillors, all of whom are keen to improve the facilities and services in the village. It is a varied and responsible role, and we are looking for a friendly enthusiastic person with a can-do attitude. The clerk will mostly work from home but may need to be present in the village two-three times a month.

The Clerk is accountable for the overall administration of the Parish Council. Their main

duties are to:

* Ensure that the Council complies with its legal obligations and responsibilities
* Implement the decisions of the Parish Council
* Work with councillors to develop plans and priorities for the Parish Council
* Manage the Council’s communications and information
* Act as the Responsible Financial Officer, managing the council’s finances and alongside the Chair of Finance the s106 Funds.

More specifically, the Clerk will:

* Administer the Council’s paperwork, electronic storage of key documents and policies, and keep proper records in accordance with good office practice and Council regulations.
* Arrange, attend, and support the 12monthly Thursday evening full Council meetings.
* Arrange, attend and support additional Committee/Working Groups meetings (typically one to two per month, usually planned well in advance).
* For all Council meetings, issue agendas, take minutes, update action lists, and ensure that documents are prepared, authorised, issued and filed.
* Administer electronic filing systems, keep the content on the village website and Facebook page up to date.
* Act as Responsible Finance Officer. Manage and administer the Council’s finances, process purchase orders and invoices, banking, raise sales invoices, prepare VAT returns, prepare monthly reports to the Council and annual reports including AGAR, assist in preparing the annual budget, and administer and report on grants. Liaise with payroll provider who calculates our payroll and maintain HR records.
* Support the Vice Chair to manage s106 investments and the interest arising
* Manage contracting and purchasing processes, oversee work done by contractors, and general project management. This will include the s106 projects.
* Develop and maintain an accessible annual Parish Council Calendar detailing key dates, Council obligations and activities.
* Administer contracts for ongoing services such as landscaping, refuse collection (Parish bins), electricity, streetlights, IT support, and insurance, and proactively seek and negotiate proposals from new providers.
* Assist Councillors to organise and manage the provision and maintenance of the Council services and assets and facilities including its open spaces and trees, sports facilities, , pavilion, play areas, bus shelters/benches, and other fixed assets. This includes organising routine services such as electrical testing, tree surveys, RoSPA surveys, and audits etc.
* Support the implementation of the Council’s projects (e.g. where necessary seeking quotes, liaise with contractors). Current projects include the demolition and rebuilding of the existing Sports Pavilion, development of, improvements to the play/sports facilities on the existing recreation ground, and refurbishment of our pavilion.
* Work with Councillors to prepare and submit grant applications, and conduct research on a range of topics.
* Administer and maintain appropriate Council policies. Inform Councillors promptly of new policies, obligations and opportunities, including staff salary reviews, as soon as they have been published by the relevant national and regional bodies etc.
* Maintain the Asset Register and other records required in law.
* Liaise with Parish, District and County Councillors and Contractors, possible future employees as appropriate to respond to and follow up matters raised by parishioners and others.
* Ensure that inspections of play equipment and defibrillators are conducted and recorded in line with good practice. Respond to and forward Council correspondence promptly.
* Additional tasks, as required.

The successful candidate will:

* Be well organised, and able to both implement and follow procedures.
* Be IT literate, and willing and able to learn to use technologies that they are not familiar with, eg by accessing on-line training. We use the following software: Microsoft 365 (including Outlook, Word, Excel, and Scribe (accounts). We expect the candidate to be proficient with Outlook, Word and Excel, and familiar with accounts packages (preferably though not necessarily Scribe).
* Be able to communicate effectively and accurately, in writing and verbally.
* Have at least 3 years’ experience of working in a similar role.
* Ideally the candidate will be CiLCA and CiLCA qualified, or to have made progress in obtaining CiLCA. If not, they will be expected to work towards the qualification within an agreed time period.

Salary (including pension and holidays) will be in line with national guidelines, at an increment level commensurate with experience, at JJC pay scales 27-34, currently £35,745-£42,403 fte p.a., £18.58-£22.04 hourly. The salary rate will be increased once the 2024 pay review is agreed. Core hours are c. 20 hours per week plus additional hours for project work when approved in advance by the Chair. We offer a generous holiday allowance (23 days rising to 25 in addition to public holidays) and sickness provision, in line with local council standards.

The candidate will be provided with a laptop, mobile phone, and other equipment as required and mutually agreed. Given the nature of the role, a DBS check may be required.

There is a three month probationary period. To apply, send an application letter and c.v. to the Clerk, Sally Walmsley, parishclerk@barringtonparishcouncil.gov.uk.