

Delabole Parish Council

Delabole Parish Council is seeking a part-time Clerk/ Responsible Finance Officer – 45 hours a month

Salary in accordance with National Rates SCP24 – SCP28 (£28,672 - £32,234) pro rata

Delabole is a new Parish Council formed under the Cornwall Council community governance review, inaugurated after the local council elections in May 2021. The Council is now recruiting for the post of Parish Clerk and Responsible Finance Officer to the council and the successful candidate will have a role at the heart of the council.

The ideal candidate will be self motivated with attention to detail, a good communicator with administration, IT skills and common sense. Experience of the role is not necessary as full training will be available. Ability to work on own initiative is essential in this challenging but very interesting position. Ideally, the successful candidate will live locally and take an active interest in our village.

Overall responsibilities include –

- The Clerk 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 Proper Officer.
- The 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 Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authorities 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 Council for the effective management of all its resources and will report to them as and when required.
- The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

We are looking for a Clerk who can help us achieve future ambitions whilst also dealing with the day-to-day work involved in meeting the Councils duties and obligations.

The Council will provide the necessary office equipment to support the role including IT, printer and phone. The post will be based from home and the Council will pay the HMRC working from home allowance in place at the time.

The contract will begin as soon as possible. However there is scope for flexibility on this should the successful applicant need time to relinquish other commitments.

The closing date for applications is Friday 15th October 2021, 12 noon.

Job description and application forms are available from clerk@delaboleparishcouncil.gov.uk

Applications must be submitted electronically to clerk@delaboleparishcouncil.gov.uk

DELABOLE PARISH COUNCIL

Person Specification Clerk and Responsible Financial Officer (RFO)

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> - High level of literacy and numeracy. - Good working knowledge of IT systems - Certificate in Local Council Administration or willingness to obtain within an agreed timescale 	<ul style="list-style-type: none"> - Completion of Certificate in Local Council Administration (CiLCA) or other recognised related qualification - Administration and/or Bookkeeping qualifications - Prepared to undertake training as identified by the employer
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> - Experience of working in an office and dealing with the general public - Good working knowledge of Microsoft Office - Ability to communicate effectively, orally, in writing and electronically - Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council - Ability to work effectively on your own or in a team - A good working knowledge and understanding of Local Government structure and practices - Experience of advising and servicing committees and working with members - Competent in bookkeeping, financial management and administration (with experience of computer accounting packages) 	<ul style="list-style-type: none"> - Previous parish clerk experience - Confident public speaker - An awareness of the advantages that new technology could have on the servicing of Council and its committees - Typing skills (40wpm) - Knowledge of computer accounting package - Experience of managing a small team - Experience of financial management and reporting

Circumstances	<ul style="list-style-type: none">- Willingness to work evenings when Council or committees meet- Flexible and committed to the Council	- Current driving license
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Delabole Parish Council

Parish Clerk and Responsible Finance Officer (RFO)

Job Description

This job description covers the role of Proper Officer of the Council and the Statutory role of Responsible Financial Officer.

I. PARISH CLERK AND PROPER OFFICER

Overall Responsibilities - Clerk

- The Clerk to the Council will be 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 be totally responsible 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 the 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 Council for the effective management of all its resources and will report to them as and when required.
- The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

Duties

- To ensure that legal, 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.
- To ensure that the Council's obligations to insure are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
- 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 the instructions of, or the known policy of, the Council.

- 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 to ensure payment is received.
- 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.
- 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 the likely effects of specific courses of action.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate, suggest modifications.
- To act as a representative of the Council as required.
- 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.
- To attend all meetings of the Council and all meetings (of its committees) (of the committee).
- Any other duties commensurate with the grading of the post, as agreed by the Council

II. Responsible Financial Officer

Overall Responsibilities – RFO

Under section 151 of the Local Government Act, a council must appoint a Responsible Financial Officer (RFO). The responsibilities of the RFO include advising the Council on its financial position and key controls to secure sound financial management. The RFO is required to maintain an effective system of internal controls

Duties

- Prepare financial reports to the Finance Committee, and/or Council. Reports to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.

- Prepare draft estimates and preparation of the annual budget for approval by the Council and prepare and submit the precept to the Council for approval.
 - Prepare and submit the precept for approval by the Council and submit to Cornwall Council in a timely manner.
 - Ensure that all money due to the Council is billed and collected promptly. Enter regularly (daily if necessary) all money received and expended by the Council
 - To establish an effective system of internal controls and identify the duties of all individuals dealing with financial transactions to ensure, that there is an appropriate level of internal inspection and risk management appropriate to the level of financial transactions within the council.
 - Manage cash flow and control of transfers and investments, including control of cheques.
 - Overall management of payroll. Ensure prompt payment of tax and national insurance to HMRC.
 - Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.
- Review verifications and code (where necessary) suppliers' invoices, prior to certification for payment.
 - Ensure that the Internal Auditor has access to all necessary paperwork at least annually and that the internal auditor presents reports to the Council.
 - Prepare, balance and sign final accounts in accordance with the statutory guidance in place at the time (*JPAG Governance and Accountability – A Practitioners Guide*)
 - Produce accounts and records for external audit in accordance with the statutory guidance in place at the time (*JPAG Governance and Accountability – A Practitioners Guide.*)
 - Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.
 - Any other duties commensurate with the grading of the post, as agreed by the Council

DELABOLE PARISH COUNCIL

SAFEGUARDING STATEMENT

Delabole Parish Council is committed to safeguarding the wellbeing of children, young people and vulnerable adults and to ensuring that they are protected and kept safe from physical, sexual, and emotional harm and neglect while they are engaged in any activity associated with the Council.

This responsibility applies to all Council employees and Members; it also applies to contractors, partners and volunteers who carry out work on behalf of the Council with (or for) children, young people and adults at risk.

In order to promote a safe environment, the Council is committed to fostering a safeguarding culture in its premises, activity areas and through its recruitment practices. To achieve this, the Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees and Councillors are aware of the safeguarding expectations.
- Ensure that candidates applying for jobs are made aware of the Council's commitment to safeguarding and are expected to support this commitment if appointed.
- Ensure any leaders of workshops run by the Council (where children, young people or adults who may be at risk are involved) are enhanced DBS checked.

Employees, Councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the Clerk, or direct to the Multi-Agency Referral Unit (MARU) at Cornwall Council.

Persons applying for a position with the Council are expected to support the safeguarding policy and principles of the Council.

Delabole Parish Council

RECRUITMENT PRIVACY NOTICE

This notice sets out the basis on which we collect, use and disclose your personal data during the recruitment process and your rights within the process.

What information does the Council collect and how?

The Council collects a range of information as part of its recruitment process. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and other selection methods used;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

If you are successful, we may also collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in our administrative system and our email system.

Why does the Council process personal data?

During the recruitment process the Council will collect and process your data to

- manage the recruitment process, assess and confirm your suitability for employment and decide who should be offered a job.
- respond to and defend against claims of discrimination and unfair process
- establish your entitlement to work in the UK
- make any reasonable adjustments required to meet our obligations under equalities legislation

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

During the recruitment process the Council may share your information internally with :

- the Clerk,
- Councillors involved in the recruitment process,
- The line manager of the post

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information to comply with the law.

How does the Council protect data?

The Council takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does the Council keep data?

If your application for employment is unsuccessful, your data will be kept on file for 6 months. At the end of that period, your data will be deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have the legal right to :

- access and obtain a copy of your data on request;
- require the Council to change incorrect or incomplete data;
- require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact clerk@delaboleparishcouncil.gov.uk

If you believe that the Council has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Council during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Post Title: **Clerk and Responsible Financial Officer**

PERSONAL DETAILS

Full name:			
Address:		Daytime telephone:	
		Evening telephone:	
		Mobile:	
		Full driving license:	YES / NO
Post Code:		Access to car:	YES / NO
Email:			

EDUCATION AND QUALIFICATIONS
Please give details in date order

From / To	School / University/ Further Education / College	Qualifications (including grades or level of achievement)

EMPLOYMENT HISTORY			
<i>Please list current or most recent post first and use a continuation sheet if required</i>			
Dates	Name & address of Organisation	Position held & summary of duties	Reason for Leaving

RELEVANT NON-QUALIFICATION COURSES ATTENDED			
Organising Body	Brief Details of Course	Duration	
		From	To



MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS		
Organisation	Membership Level	Date Achieved

SUMMARY OF EXPERIENCE AND SKILLS
Please refer to the Person Specification and use the space below to give details of any experience and skills you have relevant to the post in support of your application and note what qualities you have which most suit you to the job you are applying for. Please use the space below and use an additional sheet if necessary.

COMPUTER / INFORMATION TECHNOLOGY
Please give details of your IT Skills, listing experience of use of hardware, software, the Internet, etc.

<p>GENERAL Do you have any other employment (including part-time or night work) which you intend to continue? <i>(if yes please give details)</i></p>	<p>YES/ NO</p>
<p>Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? <i>(if yes please give details)</i></p>	<p>YES / NO</p>
<p>RELATIONSHIPS Do you have a personal relationship with, or are you related to any member of staff or to an elected member of the Council? <i>(if yes please give details)</i></p>	<p>YES/NO</p>



<p>PREVIOUS CONVICTIONS Do you have any unspent convictions (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975), cautions, reprimands or warnings or do you have any charges pending? If yes, please provide details below.</p> <p><i>Note: You are not required to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act, unless the post for which you have applied is exempt under the Act. Some posts, including those that involve working with children, young people or vulnerable adults, may be required to give details of any criminal convictions. If this post falls into this group you will be required to provide information on a questionnaire to be checked through the Disclosure and Barring Service (DBS)</i></p>	YES / NO
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REFERENCES (persons not related to you who can vouch for your Work experience and Character)
Details of two referees are required, at least one of which should be from your present or most recent employer. Where possible, both referees should be work related. References will only be taken up if your application is successful. Any offer of employment can only be confirmed on receipt of two references satisfactory to us.

Reference 1		Reference 2	
Name		Name	
Title/Position		Title/Position	
Address		Address	
Post Code		Post Code	
Tel Number		Tel Number	
Relationship to Applicant		Relationship to Applicant	

<p>ASYLUM & IMMIGRATION ACT 1996 – Proof of Legal Right to Work in the UK Section 8 of the Act requires employers to keep evidence of applicants' legal right to work in the UK. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. National Insurance number, passport, UK or Eire birth certificate, Visa/Work Permit) to confirm your eligibility to work in the UK.</p> <p>Are you legally eligible for employment in the UK?</p> <p><i>(Those invited for interview are required to produce confirmatory evidence)</i></p>	YES/NO
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THE DATA PROTECTION ACT 2018 (DPA)

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. Information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file if successful. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.

DECLARATION

I declare that the above information is correct and complete and that the information provided gives a fair representation of my qualifications and employment history. I understand that any questions left unanswered may be discussed at interviews arising from this application. I also accept that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

I confirm that I have read and understood the Council's Safeguarding Statement and that if appointed I will be expected to support the Council's aim of promoting the wellbeing of children, young people and vulnerable adults by protecting them from physical, sexual, or emotional harm and neglect.

I consent to this form being processed for the purposes of recruitment to this post (see DPA above). I accept that, if appointed I may be required to complete a pre-Employment Medical Form.

Please note that the canvassing of members of the Council, Committee or of any Working Party, directly or indirectly, for any appointment under the Council will disqualify your application.

Signature

PLEASE RETURN TO:

Email : clerk@delaboleparishcouncil.gov.uk

CLOSING DATE FOR APPLICATIONS FRIDAY, OCTOBER 15th , 2021 AT 12 noon.

PLEASE NOTE THAT APPLICATIONS WILL ONLY BE ACCEPTED BY EMAIL USING THE APPLICATION FORM



For internal use only:

Invited to interview: ♦

Not selected for interview: ♦

Not selected after interview: ♦

References taken up: ♦

Satisfactory references:

♦yes ♦ no ♦

Verbal offer:

Written offer made: ♦

Written acceptance received: ♦

accepted ♦ refused ♦

