



**DRAYTON (ABINGDON)
PARISH COUNCIL**

www.DraytonPC.org

JOB ADVERT

Drayton (Abingdon) Parish Council
Vacancy for a Part-time Parish Clerk and Responsible Financial Officer (RFO)
Home-based , other than attendance at monthly evening council meetings, the Finance & Personnel Committee meetings, and other occasional visits to Drayton when required.
Hours: 20 hours per week , flexible worked over 4 or 5 days per week
NJC Scale LC2 (24-28) currently £31,099 - £34,723 pro rata
The Council offers the Local Government Pension Scheme .
Drayton (Abingdon) Parish Council is seeking to appoint an innovative, forward thinking, and proactive Parish Clerk to lead a staff team and to support Councillors in achieving their aims and aspirations for the Council
<p>Drayton is a village of some 1,100 dwellings and approx 3,450 residents. The Parish Council operates an allotment site and a cemetery, and has various green spaces and two play areas. There are plans to build additional play and recreation facilities in the near future. The Parish Council has up to 11 Councillors and a precept of £119,628. There are currently two standing committees and four working groups. The Parish Council meets 12 times a year.</p>
<p>The Parish Clerk is responsible for the day-to-day management of the councils' administration and finances, and advises the council on legal, personnel, planning and regulatory matters related to Council business. The Clerk is the line manager for the Deputy Clerk, and the Programme Manager and also manages a variety of contractors.</p>
<p>The successful candidate must be computer literate, competent in maintaining accurate accounts, and have relevant administrative experience. They must be willing to work flexibly. The Council uses the Alpha accounting package and training will be provided if required.</p>
<p>This is a busy parish so the new Clerk should have previous experience in Local Government, e.g. as an experienced Clerk, a Deputy Clerk for a larger parish or town council, or an administrator in a local authority.</p>

They must be able to work successfully with Councillors, staff, residents, Local Authority departments and contractors. Ideally the postholder will be CiLCA qualified, or must be willing to commit to obtaining the qualification.

For further information about the role and an application form please email the clerk at clerk@draytonpc.org

The deadline for receipt of applications is 3rd May 2023 5PM

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JOB DESCRIPTION

Job Title: Parish Clerk

Accountable to: Drayton (Abingdon) Parish Council

Responsible for: Deputy Clerk, Programme Manager, the Village Caretaker (currently self-employed) and for managing contractors.

Main Purpose: The Parish Clerk is the Proper Officer of the Parish Council and ensures that all statutory functions, as a Local Authority, are carried out.

The Parish Clerk is accountable to the Parish Council for the effective management of all its resources and is the Responsible Financial Officer.

Key Accountabilities:

1. Drive a culture of continuous improvement and innovation, striving for a professional corporate approach to Council service provision.
2. Develop and maintain a strong working relationship with members and officers of the Vale of White Horse and South Oxfordshire District Councils and Oxfordshire County Council.

Main Duties and Responsibilities

1. To ensure that the statutory and other provisions, governing or affecting the running of the Council, are observed.
2. As the Responsible Finance Officer, to develop draft accounts and budgets, seek their approval and ensure the Council operates within budget limits. This includes annually reviewing the cemetery and allotment fees and making recommendations.
3. To use the Rialtas Alpha accounting package to manage all accounting procedures including (but not limited to) salaries, allotment payments; monthly and year end reports, payments and receipts, VAT reclaims, etc., reporting to the Council at regular intervals, and prepare records for audit purposes.
4. To work with the internal and external auditors to deliver the annual audits.
5. To take any necessary steps and undertake processes associated with elections and filling of casual vacancies.
6. To ensure that the Council's obligations for Risk Assessment, Health and Safety and Financial Management are properly met.

7. To ensure the efficient and effective handling of complaints within the time limits of any agreed policy.
8. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and to prepare accurate minutes within the prescribed timeframes. The Deputy Clerk helps service meetings.
9. To attend all meetings of the Parish Council and all meetings of committees and subcommittees, other than where such duties have been delegated, to another Officer.
10. To receive and deal with correspondence and documents on behalf of the Council, reporting the contents of such items to the Council, issuing correspondence as a result of instructions from, or known policy of the Council.
11. To supervise and manage members of staff, ensuring that Council policies, procedures and guidelines are implemented and adhered to.
12. To manage and maintain the Councils cemetery, allotments, play areas, open spaces, etc.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the Data Protection Officer for the Council.
15. To manage the Parish Councils communications across all channels by way of preparing, overseeing and approving articles, press releases, photographs etc.
16. To attend training courses or seminars relevant to the role and work of the Parish Clerk, as required and agreed by the Parish Council.
17. To act as the representative of the Council in a variety of situations.
18. Any other reasonable duties that may be required within the scope of the post holder.

A laptop, printer and two small filing cabinets are supplied, as you will be required to use your home as an office (for which you will receive an allowance). The Council will fund a basic mobile phone that will be exclusively used for your work for Drayton Parish Council.

All necessary training will be given.

PERSON SPECIFICATION

Methods of Assessment: Application form (A), Interview (I)

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • Demonstrable experience in the public sector. 	<ul style="list-style-type: none"> • Educated to degree level standard or equivalent (A) • A professional qualification in HR, Finance or Business Management. • A recognised Accounting/Finance qualification

<ul style="list-style-type: none"> • Previous experience as a Parish Clerk, or Deputy, or in a senior position in a local authority, with a clear focus on community service, partnerships and outcomes. (A) • Practical experience of policy implementation. (A, I) • Evidence of ability to provide leadership (A,I) • Enable, motivate and develop people. (A,I) • Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. (A, I,) • Evidence of ability to organise and manage resources effectively. (A,I) 	<ul style="list-style-type: none"> • Knowledge of current employment legislation (A) • 2-5 years recent experience working for a local authority in a management position (A, I) • Experience of business planning and risk management (A,I) • Experience of managing a portfolio of assets. (A.I)
Communication Skills	
<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to and communicate with a variety of people including councillors, staff, members of the public and external agencies. (A, I) • Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. (A, I) • Experience of engaging with the public. (A) • The ability to work under pressure from tight deadlines, dealing with conflicting demands to deliver results. (A, I) • Ability to deal professionally with conflict situations and resolve issues effectively. 	<ul style="list-style-type: none"> • Experience of PR and handling media enquiries (A) • Experience in, and comfortable with, public speaking (A)
Information Technology	
<ul style="list-style-type: none"> • Highly proficient in the use of Microsoft Office applications to include Word and Excel as a minimum. (A) 	<ul style="list-style-type: none"> • Familiarity with using social media platforms such as Facebook (A) • Experience of using the HMRC payroll software (A)

<ul style="list-style-type: none"> • Experience of website management, or a willingness to learn (A). 	<ul style="list-style-type: none"> • Experience of using Rialtas(Alpha) accounting software (A) • Experience of using the i-connect pensions software (A)
Administration & Customer Service	
<ul style="list-style-type: none"> • Knowledge of local council legislation (A,I) • 2. Practical experience of clerking meetings to include preparing agendas and documents, assisting the Chairperson, note taking and preparing minutes (A, I) • Experience of working in a customer-facing role, with clear knowledge of providing excellent customer service. (A, I) 	<ul style="list-style-type: none"> • Understanding of planning legislation (A,I)
Finance	
<ul style="list-style-type: none"> • Experience of budget setting and financial management. (A, I) • Experience of payroll procedures (A) 	<ul style="list-style-type: none"> • Experience of bidding for external funds and other fundraising as appropriate. (A,I)
Other knowledge and skills	
<ul style="list-style-type: none"> • Flexibility to work out of office hours in order to attend Council meetings etc, (including some evenings) (I) • Familiar with current GDPR, Freedom of Information and other associated data legislation. (A,I) • Familiar with current legislation relating to health and safety in the workplace. (A,I) • Passionate about building local communities. (A,I) 	
Professional qualifications and memberships	
<ul style="list-style-type: none"> • CiLCA qualified or commitment to obtain the qualification. 	<ul style="list-style-type: none"> • Current member of, or willingness to join, the Society for Local Council Clerks. (I)
Personal Qualities	
<ul style="list-style-type: none"> • An approachable open and welcoming personality; able to maintain good relations with a range of differing groups. • Innovative, creative self-starter who is resilient and capable of finding solutions to problems as they arise. 	

<ul style="list-style-type: none"> • An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the community. • A flexible style, open to suggestion and differing approaches. • The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence. • A team-player with a can-do attitude. 	
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OTHER INFORMATION

Expenses – The Council will reimburse business-related travel expenses, other than attendance at the monthly Council meeting which is a requirement of the role.

Overtime and additional hours payments – paid at the appropriate rate for approved overtime e.g. for annual audits.

Professional Memberships – the Council will pay for the Clerk’s membership of the Society of Local Council Clerks (SLCC).

Training and Development – All staff are encouraged to undertake training that is relevant to their role.