

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: hhpc2009@hotmail.com

Tel: 07591 954002

Web: www.hockleyheathparishcouncil.org.uk

JOB DESCRIPTION

Job Title:	Clerk to the Parish Council and Responsible Financial Officer (RFO)
Responsible to:	Full Council
Employment Status:	Part-time (22 hours per week) including some evening/ weekend work
Salary scale:	SCP 19-21, £27,857 - £28,900 (pro rata per annum), dependent upon experience and qualifications (pay award pending)
Location:	Homebased
Closing Date:	<u>5 November 2023</u>

Hockley Heath Parish Council

The Parish Council consists of five Parish Councillors. The Clerk and RFO is currently the only employee of the Parish Council. The Parish Council owns a recreation ground with a car park, play areas, woodland, sporting fields, and a Pavilion building and is solely responsible for its management and maintenance. The Pavilion building is hired out for various activities and features football changing rooms and showers.

The village of Hockley Heath is inset within the green belt and is located within the Solihull borough, bordering Warwickshire. The village has approximately 800 dwellings.

A vacancy has arisen for a Parish Clerk and Responsible Finance Officer. Applicants with no prior experience of the sector will be required to obtain the Certificate in Local Council Administration (CiLCA) qualification, which will be funded by the Parish Council. All training will be provided through external training providers, and the successful applicant is expected to undertake all the necessary training required to fulfil the requirements of the role.

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: hhpc2009@hotmail.com Tel: 07591 954002 Web: www.hockleyheathparishcouncil.org.uk

Job Purpose

1. To ensure that the Parish Council's administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a Parish Council's Proper Officer and Responsible Finance Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be the Council's principal adviser on policy matters.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Parish Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, including the statutory annual meetings of the Council.
3. To attend all meetings of the Council and its committees which includes evening meetings, usually one evening a month.
4. To action all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
5. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: hhpc2009@hotmail.com Tel: 07591 954002 Web: www.hockleyheathparishcouncil.org.uk

6. To be responsible for the management, maintenance, and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers. To obtain quotations for work and undertake tendering procedures.
7. To develop effective liaison and an effective working partnership with other relevant District/Borough Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
8. To update the Council's website and social media platforms.
9. To have an understanding of planning and development issues as they affect the Council area.
10. To ensure the casual vacancy process is followed when a Councillor vacancy arises. To explain the requirements of Ordinary Elections to all Councillors and undertake publicity for recruitment.
11. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met, including the arrangement of tree surveys and play inspections.
12. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council and to obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role; all training/qualifications required for the role will be funded by the Parish Council.
13. To manage the arrangements to comply with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
14. To produce a quarterly newsletter.
15. To regularly visit the Council's premises to collect post, place notices, inspect work undertaken and manage the facilities.

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: hhpc2009@hotmail.com

Tel: 07591 954002

Web: www.hockleyheathparishcouncil.org.uk

Financial Responsibilities

1. Acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances through the Edge IT finance package.
2. Ensuring that the Council's finances are effectively managed and monitored.
3. Advising the Council on, and preparing, the annual budget, estimates of income and expenditure for revenue services, and annual Precept requirements.
4. Monitoring and managing the Council's budget, expenditure and income, and to provide the Council with a regular statement of income and expenditure.
5. Preparing the accounts for audit and completing the Annual Governance and Accounting process with the external auditor.
6. Producing invoices, processing payments, managing grant applications and ensuring the bank accounts are reconciled on a monthly basis.
7. Processing monthly payments to the pension provider.
8. Producing an annual VAT return.
9. Maintaining the asset register.

General Duties

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
2. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time (the above information is not an exhaustive list of work duties).