



Stockton Heath Parish Council

Stockton Heath Library, Alexandra Road,
Stockton Heath, Warrington, Cheshire WA4 2AN
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Job Vacancy Clerk and Responsible Financial Officer (RFO)

22 hours per week

Salary is SCP 24-28 (£34,314 - £37,938 FTE) on the NALC/SLCC scale
(£20,407.73 to £22,552.89 pro rata)
dependent on qualifications and experience plus membership of the
Cheshire Pension Fund

Stockton Heath Parish Council is looking for an enthusiastic and organised person to lead a small team that helps to deliver the parish council's ambitions for its community.

Stockton Heath Parish Council is the tier of local government closest to the people it serves. It has fifteen councillors who represent an electorate of just over 5000. The parish council works in partnership with others towards a parish that is a safe, clean, pleasant and vibrant place for residents, businesses and visitors.

The role is varied and would suit someone who has some experience in community-based work/local government. The role has many statutory duties attached and a commitment to undertaking professional qualifications if they are not already held is a must.

Working hours are flexible but there is a requirement to attend the parish council's office and it will be necessary to attend evening meetings (currently Tuesdays) and to support occasional events which may take place on a weekend.

For an informal chat and an information pack which includes an application form, a job description and person specification, please contact the clerk as detailed above.

Closing date for applications: Monday 27 January 2025 5.00pm

Interviews will be week beginning: 3 February 2025

Clerk to the Council Job Description

Job Title	Clerk and Responsible Financial Officer (RFO)
Location	Stockton Heath
Responsible to	Stockton Heath Parish Council
Salary	LC2, SCP 24-28 on NJC new scale effective April 2024
Hours	22 hours per week, worked across Monday to Friday with some evening and weekend commitments

Purpose of position

To be the Proper Officer of Stockton Heath Parish Council and carry out the statutory duties associated with the position.

To hold the statutory position of Responsible Financial Officer and carry out the statutory duties associated with the position, in accordance with proper practices, including the determination, on behalf of the Council, of its accounting records and accounting control systems.

To act in the capacity of line manager to the Council's employees.

To oversee the management of the Council's assets, projects and services.

To be the representative of the Council when required.

Specific responsibilities

As Proper Officer:

To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

To prepare and issue, in consultation with appropriate members, agendas, supporting papers and any other information required for meetings of the Council and Committees.

To attend meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.

To manage the processes which allow the council and its committees to meet, by liaising to book the venue and organising the room layout.

To provide advice and guidance during meetings, and at other appropriate times, to assist councillors in decision-making.

To issue notices and prepare agendas and minutes for the Annual Parish Meeting (sometimes known as the Annual Assembly of the Electors). To attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

To advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

To draw up both on own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on practicability and likely effects of specific courses of action.

To maintain an awareness of, through proactive research, potential opportunities and challenges that might affect the council and to bring these to the attention of the council.

To manage the data and information received by the Council, making appropriate decisions based on legislation and policies regarding the storing, use, dissemination and disposal of such information.

To receive correspondence and documents on behalf of the Council and to deal with such correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

To ensure effective communication of the Council's decisions and projects through liaison with press and media outlets and digital media formats such as websites and social media platforms.

As RFO:

To work within the statutory framework of the relevant Account and Audit Regulations, the council's Standing Orders and Financial Regulations and the statutory guidance issued by the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.

To maintain daily records of income and expenditure, monitoring against the budget and advising council on any action necessary.

To arrange for the payment of invoices, including the production of a monthly payment schedule and the entry of payments to the online banking system ready for authorisation.

To produce monthly reports on income and expenditure including movements in and out of the bank accounts and the appropriate reconciliation information.

To place orders and organise tenders for contracts, managing their delivery according to the specifications and budgets agreed.

To provide the necessary information and to work within the processes required by internal and external auditors.

People management

To act in the capacity of line manager to the Council's employees, in keeping with the policies of the Council and with regard to employment legislation.

To manage day-to-day operational aspects of employees and volunteers, providing leadership and direction.

To implement Health and Safety requirements, ensuring risk assessments are up-to-date and their requirements understood and implemented.

To manage the payment of salaries to staff in accordance with the instructions of the council, including issuing payslips, making payments to HMRC and providing information to the Cheshire Pension Scheme.

To undertake annual appraisals and ongoing conversations with employees, providing appropriate information for the council to assist in decision-making regarding employee benefits and training.

To encourage and then keep records of all training undertaken.

To advise the council on employment legislation, best practices, policies and procedures to ensure that the council are good employers.

To work effectively with the elected members in supporting positive leadership and resource management by providing support and guidance, training and information necessary to each councillor to facilitate their role as elected members of their community.

Project and Asset Management

To manage or have oversight of those projects which the Council undertakes.

To manage or have oversight of the assets of the Council according to policies and procedures.

To manage or have oversight of such events as the Council may host or assist in hosting, including initiating, planning and supporting such events that enhance community engagement opportunities.

To manage the running of the Council's office, maintaining a safe, clean working environment to include carrying out risk assessments and organising timely inspections and repairs or replacements of equipment.

Communications and partnership:

To maintain information flow through the council's website, social media presence, newsletters and other such ways as the council may wish to issue communications.

To liaise with press and media partners in disseminating positive messages about the work of the council.

To liaise with all partner organisations, including public bodies, community and voluntary groups, commercial partners and contractors, members of the public.

To act as a representative of the Council when required.

Training and development:

To undertake study to complete the sector qualification, the Certificate in Local Council Administration (CILCA) within two years.

To undertake continuing professional development to ensure the necessary professional knowledge required for the efficient management of the affairs of the Council. This will involve meeting with local clerks, being in membership of professional societies and undertaking relevant training and reading relevant publications.

Special conditions

The role requires the post holder to commit to core hours working from the council's office. The post is offered with this accommodation and therefore any work from home arrangements are at the post holder's own expense.

The post holder is required to a commitment to attending evening meetings.

The role requires very occasional weekend days to be worked to support the council's events programme.

There is a requirement to visit and inspect outdoor areas from time to time.

Clerk and Responsible Financial Officer - Person Specification

This shows what level of education, experience and skills are required to be successful in the role. You should show in your application examples of how you meet some of the things listed below. When considering who to invite for interview, the panel will look at how well you match the requirements. During interviews, questions will be asked to explore how candidates meet the requirements of the person specification.

Criteria	ESSENTIAL (necessary to carry out the role)	DESIRABLE (meeting these would set your application apart, but they can be learned on the job)
Education	A good standard of education, the equivalent of five passes at GCSE and especially in English and Maths. Ability to undertake the sector qualification, Certificate of Local Council Administration (CiLCA).	A recognised qualification in local government administration.
Experience	Working in a small team Arranging meetings, setting agendas, taking minutes Working with budgets, monitoring and producing financial reports Microsoft Office products Websites based on WordPress and social media platforms	Working in a local government setting, as a clerk or other officer, or in an organisation subject to governance or statutory frameworks and audit regimes Personnel management, including carrying out appraisal and managing payroll Event planning and management Local area knowledge Working with communities
Skills and abilities	Able to work as part of a small team. Able to work on own initiative. Good standard of written communication and numeracy skills. Confidence in dealing with a wide range of people.	Adept at producing reports to aid decision-making Track record of delivering creative solutions Project and asset management Evidence of commitment to professional development or self-directed study

	<p>Methodical working approach with high level of attention to detail.</p> <p>Ability to assess situations and offer solutions.</p>	
Personal Qualities	<p>Self-reliant, self-motivated</p> <p>Hands on and can-do attitude</p> <p>Supportive of others but equally able to work alone for extended periods of time</p> <p>Flexible approach to a day's work, recognising that what was planned may not necessarily be what is achieved</p>	
Other	<p>Must be able to commit to evening working</p>	

Key terms and conditions of employment:

Working Week - The normal working hours are a 22 hours per week.

Hours of Work – Flexible across the working week but to include evening meetings as required.

Annual Leave - 23 working days plus 8 bank/public holidays and 2 statutory extra days, rising to 26 days plus bank/public holidays and 2 extra statutory days after 5 years' service, (pro-rata for part time hours).

Pension - The Council offers the Cheshire Pension Fund, a local government pension scheme. The scheme is available to all eligible employees with an employer contribution of around 20% of monthly salary.

Salary - Salary Range LC2 (spinal point 24-28; £34,314 - £37,938 Full Time Equivalent) which is equal to £20, 407.73 to £22, 552.89 per annum, for 22 hours per week. Appointment on the scale is dependent on level of experience.

Pay Method – Salary is paid by transfer to a bank or building society account on 20th of each month.

Salary Review – The post holder will be appointed on a fixed point salary, which is reviewed annually. The salary is also subject to cost of living increases agreed nationally by NALC and SLCC, generally effective from 1 April.

Work Location – The post will be based at the Parish Office; the post holder may be required to attend meetings or training at other venues within or outside of the parish, as required.

Probation – six month probationary period.

Notice Period - After completion of the probationary period, three months in writing.