

Nether Alderley Parish Council
Vacancy for as Parish Clerk/Responsible Financial Officer
Overall Responsibilities and Job Description
Closing Date Monday 28th April 2025

Please complete the attached application form if you wish to apply for this position.

Overall responsibilities

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 to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions 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 the Responsible Financial Officer (RFO) for the Council and will be responsible for the financial records of the Council and the administration of its finances. The Council uses Scribe Accounting Software.

Job Description

- To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed. To ensure that the Parish Council has all statutory and up to date policies in place and ensure timely reviews of policies
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To prepare and ensure up to date register of assets/property and risk assessments are in place
- To ensure that the Parish Council complies with the Transparency Code
- To monitor and balance the Council's accounts, to produce accounting and financial records in accordance with statutory and other accounting and audit requirements and practices e.g. budget, accounts, budgetary control, bank reconciliations. To make all preparations necessary for annual audits and keep in compliance with audit regulations. To prepare records and address requirements for VAT
- To ensure suitable banking arrangements are in place
- To ensure that the Council's obligations to insure are properly met.
- To put arrangements in place for all meetings through the year (usually one each month, and additional Planning and other meetings as required)
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to issue summons to Councillors to attend meetings as statutorily required
- To attend all meetings of the council and other meetings which are scheduled in May of each year.
- To produce and distribute meeting Minutes of the Council and other meetings for approval at the Council and other meetings as an accurate record of that meeting.

- 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 policy, of the Council.
- To follow up all actions and respond to correspondence, in writing or verbally, as directed by the Parish Council and Committees at meetings.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the Council's financial regulations. The Council uses Scribe Accounting Software. To issue invoices on behalf of the Council for goods and services and to ensure payment is received. The Council is VAT registered.
- To draw up both on his/her own initiative and as a result of suggestions by councillor's proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- At the moment this post is the only direct employee but there is the need to supervise those who work for the Council in caretaking and cleaning roles who are self-employed and provide services for the council to ensure they comply with the policies of the Council.
- To ensure correct arrangements in place in relation to payroll, PAYE and pension requirements, for the Clerk and Council. The Council uses Shires Accountants for payroll purposes.
- 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 issue notices and prepare agendas and minutes for the Parish Council's annual AGM.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the council.
- To attend training courses on the work and role of the Clerk as required by the Council
- To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- To operate the Parish website
- To send correspondence to residents as directed by the Council
- To ensure that property is regularly inspected and maintained and covered by adequate insurance.
- As required by the Council, to manage contractors engaged to repair or maintain Parish Council property
- To manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form

Requirements of the Role

The Clerk will provide the base for their work, usually their home, and will need space to securely store some documents on the premises.

The Clerk is often the first point of contact for those communicating with the Council. The ability to communicate at all levels, both orally and in writing, with members of the community and other organisations is very important.

Essential skills for the role include:

- Good numeracy, literacy, organisational and IT skills (the Council uses Scribe Accounting Software)
- Good administration skills
- The ability to work effectively on your own and as part of a team

- Flexibility and availability, to meet the needs of the Council and those requiring the Council's services. The timings of work may vary each week and attendance at evening and daytime meetings are essential.
- The ability to construct clear and detailed written responses, communications and information statements
- Willingness to undertake training for the CiLCA Clerk's qualification, if not already obtained.

The following would also be of value to the role:

- Completion of other relevant qualifications e.g. the 10 module higher certificate in local policy, the SLCC 'working with your Council' induction pack, administration/book keeping qualifications, speed typing qualifications, computer literacy qualifications e.g. ECDL
- A good working knowledge and understanding of Local Government structure and practices
- An understanding of Local Council Governance
- A current driving license and use of a car
- Experience of working in an office
- Experience of dealing with members of the public
- Knowledge of operating a website
- Confidence with public speaking/speaking at meetings
- Experience in advising and servicing committees and working with members

Hours of work and remuneration

- 16 Hours per week
- Salary Level National Joint Council for Local Government Services (NJC) 1 April 2024 to 31 March 2025 £30,060 pro rata £15.58 per hour. This will be reviewed from April 2025 to take into account cost of living issues.
- The role is pensionable unless you opt out
- You would be based at home
- Travelling expenses will be paid for travelling to and from your home to Nether Alderley and within and beyond Nether Alderley when fulfilling your duties at Parish Clerk. Car mileage claims would be paid at 45 pence per mile.

General Information

Nether Alderley is a rural community situated in a beautiful green belt area.

A copy of our Draft Neighbourhood Plan can be found by clicking [HERE](#)

A Copy of our Design Codes associated the Draft Neighbourhood Plan can be found by clicking [HERE](#)

The Parish Council has just completed a major renovation of its Grade II* Village Hall. Pictured Below Click [HERE](#) to see internal images.



The Hall was deeded to the Parish Council in 1908 by Lord Stanley of Alderley to Maintain as a community building in perpetuity.

This renovation will now protected it for the next 100 years. It is widely used for community uses and provides an income for the Council. It is also used for Council meetings. Full Fibre Broadband is being installed and both Audio visual and video conferencing to enhance its attractiveness for a wide range of hires including business meetings.

The Parish Council, is comprised of eight Councillors, it looks to preserve and care for the local environment and support the local community, whilst working positively with changes that are on the horizon for the parish.

Conclusion and contact details

The Parish Council hopes to find a Clerk who is committed to the Council and is keen to support Councillors in their roles and responsibilities, whilst understanding the governance requirements of running a small local Council. Equally our members will be very supportive of your role and have adopted specific areas of interest to provide such assistance.

David our outgoing Clerk who is retiring after a long life in local government will work alongside you for a time after your appointment to ensure that you settle into the role and are familiar with the accounting system etc.

Further information about Nether Alderley including all our minutes and agendas can be found on the Parish Council's parish website: www.netheralderleyparish.com

or by contacting David Naylor the Current Clerk on: **07717 244537**

or by emailing him at: clerk.napc@gmail.com.

Closing Date for applications is close of play on Monday 28th April 2025

An application form is attached.