



Rear of Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP
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www.horstedkeynes-pc.gov.uk

Role: Parish Clerk & RFO

Salary: LC2 (29-32) £17,659 - £19,023 (pro rata)

Hours: Part Time 17.5 hours per week (with some evenings/weekends)

Reporting to: Parish Council via the Chairman

Job Summary

A flexible and varied position working within the community of Horsted Keynes, a flexible attitude is essential as no two days are alike. Strong communications and administration skills are required to manage Horsted Keynes Parish Council's social media presence and website, as well as supporting the Council Meetings and looking after community assets and maintenance requirements.

This is a challenging yet rewarding role offering the successful candidate the opportunity to work with a friendly council in an active community. Regular attendance at evening Council Meetings will be required (time off in lieu applied), as well as working at least 4 hours per week from the Parish Office.

Key Relationships

Parish Councillors, tenants, suppliers, contractors, customers, and members of the public.

Overall Responsibilities

The Clerk/RFO 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. The Clerk/RFO is expected to advise the Council on, and assist in the formation of, overall policies to be followed and in particular to produce all the information required for making and implementing effective 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.

As RFO, the Clerk/RFO will be responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities – Clerk

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor the Council's accounts.
- To ensure that the Council's obligations for Risk Assessments are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the

- Council and Committees. To attend such meetings and prepare minutes for approval.
- To attend all meetings of the Council and all meetings of its committees and sub-committees.
 - 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 instructions of, or the known policy of the Council.
 - 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 and to produce reports for circulation and discussion by the Council.
 - 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 likely effects of specific courses of action.
 - To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of 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 the 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 that are agreed by the Council.
 - To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
 - To attend training courses or seminars on the work and role of the Clerk as required by the Council.
 - To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council (CILCA).
 - To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
 - To manage and maintain all Council assets e.g. public toilets, allotments.
 - To support the Recreation Ground Charity trustees including attendance at meetings and managing their assets, finances, insurance and annual return.
 - Monitoring and responding to all planning applications received by the Parish Council as Statutory Consultee, via the Planning Committee, maintaining records of planning decisions.
 - To attend briefings organised by relevant bodies as a representative of the Council as required.
 - To ensure all actions arising from meetings are tracked and implemented.
 - To ensure the Parish Council remains compliant with statutory licensing and health and

safety regulations.

- To carry out any other duties that may be allocated from time to time which fall reasonably within the scope and grade of the post.

Specific Responsibilities – Responsible Financial Officer

- Manage and administer the Council's financial affairs in accordance with the Accounts and Audit regulations 2015.
- To effectively monitor the Council's finances and to advise the Council on its financial strategy and policies, to include investment, cash flow and bank transfers.
- To advise the Clerk and Members on matters relating to the budget, income and expenditure, including procedures, methods and protocol.
- To provide the Committees of the Council with a regular monitoring statement of the Council's accounts.
- To review and ensure compliance with the Council's Financial Regulations and recommend any necessary amendments to the Council. To attend such committee or other as may prove necessary.
- To ensure the production and publishing of the annual "Statement of Accounts" in accordance with the requirements of the Accounts and Audit Regulations.
- To manage staff payroll, any pension scheme arrangements and ensure staff are paid.
- To complete all statutory and financial returns including VAT and Charity returns.
- Establish and maintain the accounting system.
- Review and implement the Internal Audit role.
- To manage insurance risk, process claims as necessary and maintain the property and fixed asset register and report to the Council annually on insurance risk covered.

The Person

- Highly Computer literate (MS365 including Word, Excel and Teams).
- Experience of Website administration advantageous.
- Excellent administrative and word processing skills.
- Able to work with Councillors and members of the public both in person and virtually.
- Well-presented and a strong communicator.
- Well-organised, able to manage conflicting and pressurised deadlines.
- Flexible – able to work in the evenings and weekends if required to do so.

Training/Qualifications

- To undertake training as required or directed by the Council.
- To study and achieve the introductory Local Government qualification (ILCA) within the first month.
- To study and achieve the Certificate in Local Council Administration (CiLCA) qualification within 1 year.