

**BARLING MAGNA
PARISH COUNCIL**

43 Christchurch Road
Southend-on-Sea
Essex
SS2 4JW

18 May 2020

07483 376876

barlingmagnaparishcouncil@gmail.com

Parish Clerk: Ivan King MTh MBA CiLCA

Dear Enquirer,

Post of Parish Clerk and Responsible Finance Officer

Thank you for your enquiry about this, our senior staff post. This is a great time to be joining our team, as the Parish Council will be undertaking an exciting programme of work in 2020-21 and beyond, including:

- The renewal of community assets
- Expanding play opportunities
- A project to transform our street lighting to new, energy-efficient units
- Working to ensure the best outcome for our residents in the run up to the closure of our local landfill site

This is in addition to our continuing work of managing a newly-refurbished community hall, an award-winning Wildlife Reserve (Green Flag awarded annually since 2009) and a series of community events and competitions which celebrate Barling as a great place to live, work and volunteer.

Please find below a copy of the advertisement for the post and a person specification. Contact details and how to apply are on the attached. If you enjoy managing a complex range of tasks and meet the person specification, we would be glad to hear from you.

Yours faithfully,

Councillor Mandy Cohen
Chair

BARLING MAGNA PARISH COUNCIL

VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

20 hours per week

Salary range £23,836 - £25,295 pro rata + pension (local government SCP 17-20) depending upon qualifications and experience



Barling Magna Parish Council seeks to appoint a Parish Clerk and Responsible Finance Officer, as our current clerk moves to a developmental role with our partner community trust.

4 miles north-east of Southend, this rural Council is committed to an exciting programme of work in 2020-21: the renewal of community assets; expanding play opportunities; new, sustainable street lighting and securing the best outcome ahead of the closure of our local landfill site. We have a newly refurbished parish hall, an award-winning wildlife reserve and events that celebrate Barling as a great place to live, work and volunteer.

We seek an enthusiastic manager with a broad range of skills to support our Parish Council of 9 elected Councillors. Managing your own workload, this is a home-based role which includes:

- Arranging and attending monthly evening Parish Council meetings plus committee and other meetings, preparing agendas and minutes (18 scheduled meetings each year)
- Providing information to enable the council to make decisions and then implementing them
- Providing legal, procedural and administrative guidance to the council
- Managing council finances, including bookkeeping, PAYE, VAT and audit
- Supervising our Hall Manager and Wildlife Volunteers
- Receiving and dealing with council correspondence and documents
- Liaising with councillors, external bodies and the public
- Management of the Council's website and social media presence

Applicants must be proficient in Microsoft Office software. Experience of bookkeeping techniques through accounting software is essential. Applicants should hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards this qualification.

Further details can be seen at www.barlingmagna-pc.gov.uk/category/local-events-info/ For an informal conversation about the role, please contact our chair, Cllr Mandy Cohen on 01702 217256 or our current clerk, Ivan King, on 07483 376876. To apply for the post, email your CV (2 sides of A4 max) and a covering letter setting out why you are the best candidate to clerk@barlingmagna-pc.gov.uk by 5pm on Monday 15 June 2020.

Clerk and Responsible Finance Officer - Person Specification

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> a. Previous experience of managing a complex range of tasks and responsibilities b. Evidence of a commitment to continuing professional development 	<ul style="list-style-type: none"> a. Previous Parish Clerk or local government experience b. Completion of, or working towards, the Certificate in Local Council Administration or other recognised related qualification
Finance	<ul style="list-style-type: none"> c. Proven experience of using bookkeeping software, budget setting, financial control and payroll administration, including PAYE Basic Tools 	<ul style="list-style-type: none"> c. Administration and bookkeeping qualifications d. Familiarity with reclaiming VAT
Knowledge and Expertise	<ul style="list-style-type: none"> d. Administration experience, with a methodical, systematic approach. e. A full driving licence, with use of their own vehicle 	<ul style="list-style-type: none"> e. Project management experience f. Working knowledge and understanding of Parish Council practice and functions g. Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors
Information Technology	<ul style="list-style-type: none"> f. Good working knowledge of Microsoft Office 365 software g. Experience of working with computer accounting software h. Able to manage websites, Facebook and Twitter with confidence 	<ul style="list-style-type: none"> h. Experience of using Scribe accounting software
Competencies and Communication	<ul style="list-style-type: none"> i. Ability to work effectively on your own or in a team j. Excellent oral and written communication skills k. Excellent interpersonal skills l. Ability to communicate well with all sectors of the community, with calm diplomacy and representing the Council convincingly m. Ability to provide objective advice to councillors in a timely and coherent manner. 	
Meetings and Administration	<ul style="list-style-type: none"> n. Practical experience of servicing committees. Availability to attend evening Council meetings. 	

	Essential	Desirable
	o. Familiarity with running online meetings using conferencing software	
Personal	<p>p. Able to multi-task</p> <p>q. A forward-looking approach that anticipates issues and identifies options for discussion</p>	i. A home office and the capacity to work from home