

Babraham Parish Council

Vacancy for Clerk & Responsible Financial Officer to the Council

Babraham is located in South Cambridgeshire, approximately 7 miles south of Cambridge, with an electoral roll of around 240.

Applications are invited for the post of Parish Clerk & Responsible Financial Officer.

This is a home-based, part time, permanent vacancy for 8 hours per week. Equipment will be provided.

You will be required to be able to store Parish Council records and documents securely.

Salary scale is expected to be in points 7—12 on the 2020—21 National Salary Scale (20,092—22,183 per annum, full-time equivalent), plus home working allowance.

The role will include monthly attendance at evening meetings, documenting and circulation of minutes for these meetings together with providing comprehensive administration support. The Clerk is the Responsible Financial Officer and as such will be responsible for all financial records of the Council and the careful administration of its finances.

The ideal candidate will be a CILCA-qualified Parish Clerk or a person willing to work towards this qualification, a working knowledge of Local Government procedures, with excellent communication skills, high level of IT expertise and an ability to be flexible with regards to the needs of the job. A full job description is available on request.

To apply for the position please send your CV and a covering letter by email to:

clerk@babraha-village.net;

or alternatively by post to:

68 Woodland Road

Sawston

Cambridge

CB22 4DU

Babraham Parish Council

Clerk to the Council Job description 25 January 2021

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 in particular to serve or issue all the notifications required by law to a local authority's Proper Officer (an example is that of carrying out instruction given by the returning Officer at the time of elections).

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 decision. 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 Responsible Financial Officer for Babraham Parish Council and as such will be responsible for all the financial records of the Council and the careful administration of its finances.

Information about Babraham Village and Parish Council

Babraham is a small rural village some 7 miles southeast of Cambridge. It has around 200 residents and is home to Babraham Research Campus, Babraham Primary School, St Peter's Church, The George Public House and several farms and small businesses.

The Parish Council is made up of five elected Councillors. The annual precept for the year 2021—22 will be £16144.45.

The parish council meets on the second Thursday of each month, except for December, when no ordinary meeting is held.

The Parish Council sets up sub-committees/working parties that meet as and when necessary.

The Parish Council is responsible for:

Recreation Ground (new lease undergoing discussions at present)
The village War Memorial
Street cleaning, grass cutting and emptying of dog bins (under contract)
The Pocket Park
The statue of Jonas Webb
Payment for supplies to street lighting
Street furniture, including a speed sign

Specific Responsibilities

1. To ensure the legal, statutory and other provisions governing or affecting the running of the council are observed.
2. To administer the requirements of the Recreation Ground, Pocket Park, street sweeping, grass cutting, bin emptying and replacement of street furniture.

3. To monitor the balance of Council's accounts, banking and preparing records for internal and external auditing purposes, and to pay/reclaim VAT on an annual basis.
4. To ensure that the Council's obligations to correctly insure property and liabilities are properly met.
5. To prepare financial reports as suggestions prior to the Parish Council meeting in January when the budget is set for the next financial year.
6. To update annually the Council's Policies, Standing Orders, Code of Conduct and Financial Regulations for Councillors to discuss and adopt.
7. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meeting and prepare minutes for approval.
8. To post up in official public areas all agendas, minutes and other public information.
9. To receive correspondence and documents on behalf of the Council and to deal with the correspondence of 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.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
11. To study reports and other data on activities of the Council. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
12. 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.
13. To supervise any other members of contractor staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, health and safety issues, obtaining time sheets and work of other staff.
14. To act as a representative of the Council as required.
15. To attend all meetings of the Council and all meetings of its sub-committees.
16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
17. To attend training courses on the work and role of the Clerk as required by the Council to keep abreast of any changes to working policies which concern the Council and Councillors.
18. To facilitate training courses for new Councillors and other training to prepare Councillors for holding other posts within the Council such as Chairmanship/Vice Chairmanship.
19. To attend an annual staff appraisal interview.
20. To prepare for the Annual Parish Meeting when the public come to meet, listen and question Councillors on what has happened in the previous year and what is planned for the current year.

The Clerk to Babraham Parish Council will work from home and be employed for 8 hours per week on a nationally agreed salary scale commensurate with relevant qualifications and experience. The person appointed will be expected to train for the CiLCA qualification if not already attained.