



## **St Just in Penwith Town Council**

### **Town Clerk and Responsible Financial Officer**

**Salary:** SCP 31-37 (£33,799 - £39,782)

**Hours:** 37 per week

**Contract:** Permanent

Further to your request for more information on the above post, please find enclosed some background information on the post and an application form.

St Just is Britain's most westerly town and the former centre of mining in West Penwith. It lies within the parish of St Just-in-Penwith which also includes Pendeen and the surrounding villages / hamlets of Boscaswell, Botallack & Truthwall; Bojewyan, Carnyorth, Tregeseal & Nancherrow, and Trewellard.

The countryside of St Just, and that of West Penwith, is some of the best that Britain has to offer. Due west of the town is Cape Cornwall, while the cliff scenery to the north and south is dramatic. The presence of the Gulf Stream on the coast has produced an abundant and exotic flora and fauna.

The Council seeks to:

Serve its residents by engaging in an open dialogue with them to identify needs and addressing those needs within the powers and resources of the council.

Help create a socially inclusive and caring community which embraces all its residents regardless of age, gender, sexual orientation, culture, income race or religion.

Provide good quality and cost effective services.

Be a democratic and representational voice for the community.

Become a better employer through continued valuing and development of employees.

Engage in the protection of the environment within the means of the council.

Current projects include the recent devolution of the library building and service, the upcoming move of the Town Council into the library building and the imminent devolution of car parks and toilets.

The council meets every two weeks on a Monday evening.

We are seeking a highly motivated individual who has excellent organisational, leadership and administrative abilities and a good knowledge of local government.

The successful candidate will hold or be willing to work towards the Certificate in Local Council Administration (CiLCA), be well-organised, work productively with Councillors and have a good working knowledge and application of current relevant legislation. You must be capable of forming strong partnerships with the community and be able to motivate and influence others.

The closing date for applications is midday on **Friday, 13th December 2019** and shortlisting will take place shortly afterwards. We plan to invite successful candidates for interview in the week commencing 13<sup>th</sup> January 2020.

Please do not hesitate to contact me if you require any further information on 07968119126, jonmanser@hotmail.com.

We look forward to receiving your completed application form which **must** be submitted electronically to [enquiries@cornwallalc.org.uk](mailto:enquiries@cornwallalc.org.uk) . Please note that postal applications will not be considered.

**Jonathan Manser**  
**Chair of Staffing Committee**

## **Clerk to the Council and Responsible Finance Officer**

### **Job Description**

This job description covers the role of Proper Officer of the Council and the statutory role of Responsible Financial Officer. As Proper Officer for the Council, they manage the business of the Council, implementing its decisions constructively. The Clerk will assist members in the formation of policy, decision making and business planning for the benefit of the community of St Just in Penwith. The Clerk will also be the Head of Paid Service, managing its staff, assets and facilities to ensure that all activities including major projects undertaken by the council are managed in the most effective, efficient and cost effective way.

### **Overall Responsibilities - Clerk**

- 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 of a Local Authority's Proper Officer.
- The Clerk will be totally responsible for ensuring that the instructions of the Council, in connection with its function 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 responsible for all the financial records of the Council and the careful administration of its finances.

### **Duties**

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure that the Council's obligations to insure are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.

- 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 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.
- 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 the likely effects of specific courses of action.
- As Head of Paid Service, the Town Clerk is required to manage the Council's assets, staff and procedures, assisting members in their responsibilities as an employer.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the 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 a representative of the Council as required.
- To issue notices and prepare agendas and minutes for the Town meeting; to attend the assemblies of the Town meeting and to implement the decisions made at the assemblies.
- To attend all meetings of the Council and all meetings of its committees.
- Any other duties commensurate with the grading of the post, as agreed by the Council

### **Responsible Financial Officer**

Under section 151 of the Local Government Act, a council must appoint a Responsible Financial Officer (RFO). The responsibilities of the RFO include advising the Council on its financial position and key controls to secure sound financial management.

## **Duties**

- Prepare financial reports to the Finance Committee, and/or Council. Reports to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.
- Prepare draft estimates which, when approved by the Council, form the annual budget and monitor and report regularly during the year.
- Prepare and submit the precept calculation for approval by the Council.
- Ensure that all money due to the Council is billed and collected promptly. Enter regularly (daily if necessary) all money received and expended by the Council
- Identify the duties of all individuals dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to significant transactions. In other words ensure that there is as much internal checking as possible in a small authority.
- Manage cash flow and control of transfers and investments, including control of cheques.
- Overall management of payroll. Ensure prompt payment of tax and national insurance to HMRC.
- Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.
- Review verifications and code (where necessary) suppliers' invoices, prior to certification for payment.
- Ensure that the Internal Auditor has access to all necessary paperwork at least twice a year and that the internal auditor presents reports to the Council.
- Prepare, balance and sign final accounts in accordance with the statutory guidance published in place at the time.
- Produce accounts and records for external audit in accordance with the statutory guidance published in place at the time
- Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.
- Any other financial task identified by the Council from time to time.

## St Just in Penwith Town Council Person Specification

**Post : Clerk and Responsible Financial Officer (RFO)**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Education, professional qualifications and training	<ul style="list-style-type: none"> <li>- High level of literacy and numeracy.</li> <li>- Good working knowledge of IT systems</li> <li>- Certificate in Local Council Administration or willingness to obtain within an agreed timescale</li> </ul>	<ul style="list-style-type: none"> <li>- Completion of Certificate in Local Council Administration (CiLCA) or other recognised related qualification</li> <li>- Administration and/or Bookkeeping qualifications</li> <li>- Prepared to undertake training as identified by the employer</li> </ul>
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> <li>- Experience of working in an office and dealing with the general public</li> <li>- Good working knowledge of Microsoft Office</li> <li>- Ability to communicate effectively, orally, in writing and electronically</li> <li>- Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council</li> <li>- Ability to work effectively on your own or in a team</li> <li>- A good working knowledge and understanding of Local Government structure and practices</li> <li>- Experience of advising and servicing committees and working with members</li> <li>- Competent in bookkeeping, financial management and</li> </ul>	<ul style="list-style-type: none"> <li>- Previous parish clerk experience</li> <li>- Confident public speaker</li> <li>- An awareness of the advantages that new technology could have on the servicing of Council and its committees</li> <li>- Typing skills (40wpm)</li> <li>- Knowledge of computer accounting package</li> <li>- Experience of managing a small team</li> <li>- Experience of financial management and reporting</li> <li>- Experience of identifying and developing local projects and preparing successful bids for external funding</li> </ul>

	administration (with experience of computer accounting packages)	
Competencies	<ul style="list-style-type: none"> <li>- Ability to command the confidence of and build relationships with councillors, colleagues, representatives of other organisations and members of the public.</li> <li>- Ability to exercise sound judgement and lead by example in ensuring the highest standards of conduct, integrity and discretion,</li> <li>- Ability to work within a political and local government framework and be sensitive to political and community issues.</li> </ul>	-
Circumstances	<ul style="list-style-type: none"> <li>- Willingness to work evenings when Council or committees meet</li> <li>- Flexible and committed to the Council</li> </ul>	- Current driving license

# St Just in Penwith Town Council

## SAFEGUARDING STATEMENT

St Just in Penwith Town Council is committed to safeguarding the wellbeing of children, young people and vulnerable adults and to ensuring that they are protected and kept safe from physical, sexual, and emotional harm and neglect while they are engaged in any activity associated with the Council.

This responsibility applies to all Council employees and Members; it also applies to contractors, partners and volunteers who carry out work on behalf of the Council with (or for) children, young people and adults at risk.

In order to promote a safe environment, the Council is committed to fostering a safeguarding culture in its premises, activity areas and through its recruitment practices. To achieve this, the Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees and councillors are aware of the safeguarding expectations.
- Ensure that candidates applying for jobs are made aware of the Council's commitment to safeguarding and are expected to support this commitment if appointed.
- Ensure any leaders of workshops run by the Council (where children, young people or adults who may be at risk are involved) are enhanced DBS checked.

Employees, councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the Clerk, or direct to the Multi-Agency Referral Unit (MARU) at Cornwall Council.

Persons applying for a position with the Council are expected to support the safeguarding policy and principles of the Council.

## St Just in Penwith Town Council

### Recruitment Privacy Notice

This notice sets out the basis on which we collect, use and disclose your personal data during the recruitment process and your rights within the process.

#### What information does the Council collect and how?

The Council collects a range of information as part of its recruitment process. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and other selection methods used;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

If you are successful, we may also collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in our administrative system and our email system.

#### Why does the Council process personal data?

During the recruitment process the Council will collect and process your data to

- manage the recruitment process, assess and confirm a your suitability for employment and decide who should be offered a job.
- respond to and defend against claims of discrimination and unfair process
- establish your entitlement to work in the UK
- make any reasonable adjustments required to meet our obligations under equalities legislation

We will not use your data for any purpose other than the recruitment process of which you are a part.

#### Who has access to data?

During the recruitment process the Council may share your information with :

- The Cornwall Association of Local Councils (CALC) for the sole purpose of assisting us in the recruitment process under terms of strict confidentiality
- Councillors involved in the recruitment process
- The line manager of the post

We will not share your data with other third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information to comply with the law.

### **How does the Council protect data?**

The Council takes the security of your data seriously. We have policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does the Council keep data?

If your application for employment is unsuccessful, your data will be kept on file for 6 months. At the end of that period, your data will be deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

### **Your rights**

As a data subject, you have the legal right to :

- access and obtain a copy of your data on request;
- require the Council to change incorrect or incomplete data;
- require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact [insert e-mail address

If you believe that the Council has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Council during the recruitment process. However, if you do not provide the information, we may not be able to process your application.