

## **JOB DESCRIPTION FOR PARISH CLERK & RESPONSIBLE FINANCE OFFICER NETTLECOMBE PARISH COUNCIL**

A vacancy has arisen for a suitably experienced and qualified part-time Clerk/RFO to support Nettlecombe Parish Council in delivering its statutory and mandatory obligations. This is due to the retirement of the present Clerk, who has served the parish for 7 years for which we are truly grateful.

Nettlecombe Council comprises of up to 9 Councillors and it meets four times a year, on the second Tuesday evening of every quarter, May, August, November and February, with occasional additional meetings as required. The Parish is a small community comprising of the villages of Yarde, Woodford, up to Raleigh's Cross, and the village of Beggearn Huish through to Torre.

### **Overall Responsibilities**

The Clerk is expected to undertake the following: -

- To be the officer of the Council with a statutory duty to carry out all the functions of the Council by law.
- To advise the Council on, and assist in the formation of, policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions and implementation of said decisions.
- To be accountable to the Council for the effective management of its resources and contractors and will report to them as and when required. At the present time the Council only employs a Parish Clerk and a contracted Groundsman.
- Be the Responsible Financial Officer (RFO) and therefore responsible for all financial records of the Council and the careful administration of its finances. At the present time the Council has an income of circa £2,600 from the Precept.

### **Specific Responsibilities**

The Clerk, as the Proper Officer and Responsible Finance Officer will: -

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. Ensure the confidentiality of those Council matters which are not in the public domain.

3. Ensure compliance with the Data Protection and Freedom of Information Acts.
4. Prepare, in consultation with the Chairman, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval and circulation.
5. Issue notices and prepare agendas and minutes for the Annual Parish Meeting called by the Chairman of the Council and to attend such meetings.
6. Manage the finances of the Council including: the preparation of annual budgets; the monitoring and balancing of the Council's accounts; the maintenance of all records including, bank reconciliations in preparation for audit. Manage PAYE for the one employee and all associated documentation.
7. Arrange the internal audit, with a local auditor, ahead of submitting the accounts to the Somerset Council's auditors annually in July.
8. Receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.
9. Manage the Council's website, with support from an external web-consultant.
10. Manage the Council's tendering procedures, as required.
11. Be the point of contact for the Parish Grounds contractor and to allocate them tasks following discussion with Councillors.
12. Ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.
13. Make sure the Council reviews all its policies and procedures in a timely manner, referring to SALC for guidance, and that the Council adheres to them.
14. 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.
15. Issue correspondence as a result of instructions of the Council.
16. Carry out any other duties that the Council requires in the execution of its responsibilities.

## **General**

1. The successful applicant will either hold an Introduction to Local Council Administration (ICLA), or have similar administrative experience, and financial skills.
2. Hours of work will average 2 hours a week, with more in the weeks of meetings, less in holiday periods.
3. The salary will be based on the NALC pay scale LC2 (spine 18-23), depending on experience, knowledge & qualifications and will be reviewed after the 3-month probationary period and annually thereafter.
4. The is a permanent contract (after 3 months probationary period)
5. The Clerk will work from home and will be required to attend approximately 4 evening meetings per year plus the occasional additional meetings e.g. for planning issues.
6. The Clerk's home address will act as the Parish address for Council mail.
7. The Clerk will be the contact (email, post and telephone) for all Parish Council matters.
8. The Clerk will be computer literate with the ability to type, knowledge of MS Word and Excel.
9. The Parish Council will provide appropriate equipment to carry out the role and records will be stored at the Clerk's home.

For more information on Nettlecombe Parish Council please visit our website

<https://www.nettlecombewestsomerset.life>

## **Process**

1. Applications close at 5pm on Monday 11<sup>th</sup> August 2025.
2. Your CV and covering letter setting out your suitability for the job should be sent by email only to the Chairman Robin Wichard - [robinwichard@hotmail.com](mailto:robinwichard@hotmail.com)
3. Interviews will take place at the EMN Village Hall during the week of 18<sup>th</sup> August 2025
4. The successful candidate can take up post as soon as available after interview.
5. Support from the retiring Clerk will be available to ease the transition of the new post-holder.