



**Goostrey Parish Council**  
**The Village Hall**  
**Main Road**  
**Goostrey**  
**Cheshire**  
**CW4 8PE**

**GOOSTREY PARISH CLERK VACANCY**  
**INFORMATIONPACK**

**JOB ADVERT**

**Parish Clerk and Responsible Financial Officer (Part-Time)**

**Scale Range: SCP 24-28 Depending on qualifications and experience.**

**Annual Salary £15,198 - £17, 085 (Part time 85 hours per month)**

Goostrey Parish Council is looking for a resourceful and experienced individual to be our new Parish Clerk and Responsible Financial Officer and to help us to run and develop the Parish Council activities and services.

We are a council supporting a community of 2,000 residents in the village and parish of Goostrey in the heart of the Cheshire countryside. In support of the many clubs and societies, we also have responsibility for bookings and maintenance of the village hall (which is a facility shared with the primary school). We hold the 'Quality' status in the Local Council Award Scheme and are aiming to achieve the 'Quality Gold' status.

As Parish Clerk you will be the Proper Officer and Responsible Financial Officer, assisting the Council in making and implementing decisions, liaising with other bodies such as Cheshire East Borough Council, overseeing the hiring of the village hall, engaging with residents, and managing one or two members of staff. Ideally you will hold CiLCA (Certificate in Local Council Administration) or equivalent or be willing to achieve this qualification. The post involves some evening work, in particular for the monthly Parish Council meetings and for the 4 Committee meetings which vary between monthly and quarterly.

For further information please contact the current Clerk: Sharon Jones, telephone 01477 535825, email [clerk@goostreyparishcouncil.gov.uk](mailto:clerk@goostreyparishcouncil.gov.uk) or visit our website <https://goostreyparishcouncil.gov.uk> to download the information pack and application form.

Closing date for applications is Monday 8<sup>th</sup> November 2021

## **JOB DESCRIPTION**

### **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 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 functions 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 the Responsible Financial Officer and responsible for all the financial records of the Council and the careful administration of its finances. The Clerk will oversee the hiring and operation of the village hall (which is a shared facility with Goostrey Primary School). This includes managing one or two part-time direct reports and arranging cover for absences such as holidays

1. To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations to adequately insure are properly met.
4. 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.
5. 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.
6. 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 and to ensure payment is received.

7. 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.
8. 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.
9. 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.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as a representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the parish meetings: to attend the assemblies of the parish meetings and to implement the decisions made at the assemblies.
13. To attend all meetings and carry out clerking duties for all meetings of the council's committees.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the council.
15. To attend training courses on the work and role of the Clerk as required by the Council.
16. To attend at the direction and approval of the Council the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
17. To manage the hire and operation of the Village Hall, lounge, kitchen and committee room in order to provide a service to Goostrey clubs and societies as well as maximising income to cover costs.

## PERSON SPECIFICATION

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• The applicant should hold the Certificate in Local Council Administration (CiLCA) or be willing to obtain the qualification within an agreed timescale</li> <li>• Be educated to A Level Standard</li> <li>• Hold GCSE (Grade C or above) or equivalent in English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate degree or management/ administration qualification</li> </ul>
<b>FLEXIBILITY</b>	<ul style="list-style-type: none"> <li>• Willing to work outside normal office hours and be able to attend evening and weekend events and play a part in the civic life of the Parish Council</li> <li>• Be able to respond to changing situations.</li> <li>• Meet new challenges imaginatively.</li> </ul>	
<b>MEETINGS</b>	<ul style="list-style-type: none"> <li>• Experience of agendas, minutes and servicing committees generally. Understanding of the importance of standing orders, financial regulations and legal powers.</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge of legal procedures and law as it applies to Local Government.</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> </ul>	
<b>OFFICE MANAGEMENT/ PERSONNEL/ PEOPLE SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise work, set targets and generally work in an efficient manner</li> <li>• Deal sympathetically with other members of staff, elected members and members of the public</li> <li>• Work effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of employment legislation and ability to advise Council on policy and procedure</li> <li>• Experience of managing people</li> </ul>

<b>FACILITY/ AMENITY MANAGEMENT</b>		<ul style="list-style-type: none"> <li>• Experience of managing facilities including bookings, maintenance and contract setting</li> </ul>
<b>HEALTH AND SAFETY AND RISK ASSESSMENT</b>		<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety legislation procedures for conducting risk assessments and ability to implement across the Parish Council estate</li> </ul>
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>• Set budgets, maintain accurate accounts, resource allocation and prepare and present financial information to council members</li> <li>• High level of numeracy – ability to interpret financial information</li> </ul>	<ul style="list-style-type: none"> <li>• Sound knowledge of Local Government finance and the accounts and audit regulations and ability to advise Council on policy and procedure</li> </ul>
<b>IT SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Office and email.</li> <li>• Use IT to provide effective and efficient administration and finance</li> <li>• Ability to update website content.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of computerised accounting systems.</li> <li>• Working knowledge of Social Media (Facebook/Twitter)</li> </ul>
<b>OTHERS</b>	<ul style="list-style-type: none"> <li>• Satisfactory DBS Check</li> </ul>	

## **COUNCIL INFORMATION**

Please find below background information about Goostrey Parish Council and its committees, if you require further information please contact the Clerk on 01477 535825 or via email at [clerk@goostreyparishcouncil.gov.uk](mailto:clerk@goostreyparishcouncil.gov.uk)

### **Council, Meetings and Committees**

**Goostrey Parish Council** meets on the 4<sup>th</sup> Tuesday of the month at 7.30pm except for August when there is no meeting and December when the meeting may be brought forward to the 2<sup>nd</sup> Tuesday of the month. The Parish Council meets in the Village Hall.

There are 10 seats on the council, currently 9 are filled and we are currently looking to co-opt a 10 member. The Members are listed on the Parish Council website.

**Finance Committee** meets quarterly on the first Tuesday of the month.

**Amenities Committee** meets bi-monthly on the first Wednesday of the month (however the date can vary dependent on the business to be discussed).

**Planning Committee** meets monthly, if there are applications to be considered, on the same dates as the Parish Council at 7.00pm.

**Village Hall Management Committee Meeting** is held quarterly, dates determined at the meetings as the Committee is made up from representatives of Goostrey School, the Village Hall and Playing Fields Foundation and the Parish Council.

**Staff Committee** meets as and when required to consider staffing matters.

### **Liaison Roles**

Members represent the Council on a number of local organisation committees and external bodies including:

- The Friends of Goostrey Station
- The Village Hall and Playing Fields Foundation
- Rudheath Sand Quarry Liaison Group
- Manchester Airport Parish Council Liaison Group
- Jodrell Bank World Heritage Site Group

### **Local Council Awards Scheme**

Goostrey Parish Council currently holds the Quality Award and is working towards the Quality Gold Award