

# LUDGVAN PARISH COUNCIL

## Part-time Parish Clerk and Responsible Financial Officer

### 30 hours per week

Thank you for your interest in our post of Parish Clerk and Responsible Financial Officer. A job description and further information is attached and an application form can be downloaded from our website.

Ludgvan is a predominantly rural Parish, situated in the far west of Cornwall. It lies to the south of St Ives in a narrow neck of land, bounded to the north by the Penwith Moors and to the south by the glorious Mounts Bay.

The area encompasses a number of small villages which include Crowlas, Cockwells, Canon's Town, Whitecross and Long Rock, plus a number of hamlets. At the heart of the Parish is Ludgvan Churchtown from where spectacular views of St Michael's Mount can be enjoyed.

The Parish Council meets on the second Wednesday of every month at the Oasis Childcare Centre, located next to Ludgvan School in Lower Quarter.

The ideal candidate will be an excellent communicator, with a 'can do' attitude, who can demonstrate strong governance, administration and financial management skills and the ability to work on their own initiative. The job requires accuracy, an attention to detail and a willingness to learn.

The application closing date is midday on Friday, 20<sup>th</sup> December 2019 and shortlisting will take place shortly afterwards. Successful candidates will be invited to attend for interview which will be held on Saturday, 11<sup>th</sup> January 2020 at the Oasis Childcare Centre in Ludgvan.

Please do not hesitate to contact me if you require any further information.

I look forward to receiving your completed application form which must be submitted electronically via [clerk@ludgvan.org](mailto:clerk@ludgvan.org) Please note that postal applications will not be considered.

Roy Mann  
Chairman  
Ludgvan Parish Council

The Parish Clerk,  
The Old Mill,  
Nancladra,  
Penzance,  
TR20 8NA.

[clerk@ludgvan.org](mailto:clerk@ludgvan.org)  
[www.ludgvan.org](http://www.ludgvan.org)

# LUDGVAN PARISH COUNCIL

## Parish Clerk 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 to Ludgvan Parish Council.

### 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 statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- To ensure that the Council's obligations for Risk Assessment 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 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.
- 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 and to produce reports for circulation and discussion by the Council.
- 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.

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- To supervise any other members of staff/contractors 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 help progress the Neighbourhood Development Plan (currently at Regulation 16) in conjunction with the relevant Committee and professional support.
- To issue notices and prepare agendas and minutes for the Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- To continue to acquire the necessary professional knowledge required for the effective management of the affairs of the Council. Suggested is membership of your professional body The Society of Local Council Clerks.
- To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.
- 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.

### **Overall Responsibilities - 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. When approved by the Council to form the annual budget, monitor and report regularly during the year.
- Prepare and submit the precept to the Council.

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- 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.

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## Person Specification

### Clerk and Responsible Financial Officer (RFO)

Competency	Essential	Desirable
Education, professional qualifications and training	<p>High level of literacy and numeracy.</p> <p>Competent IT skills</p> <p>Completion or working (or willingness to work) towards the Certificate in Local Council Administration (CILCA)</p>	<p>Completion of the SLCC Introduction to Local Council Administration (ILCA).</p> <p>Administration and/or Bookkeeping qualifications</p> <p>Prepared to undertake training as identified by the employer</p>
Abilities: Practical and Intellectual Skills	<p>Experience of working in an office and dealing with the general public</p> <p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to work effectively on your own or in a team</p> <p>A good working knowledge and understanding of Local Government structure and practices</p> <p>Experience of advising and servicing committees and working with members</p> <p>Competent in bookkeeping and administration (demonstrating high standard of computer literacy)</p>	<p>Confident public speaker</p> <p>An awareness of the advantages that new technology could have on the servicing of Council and its committees</p> <p>Typing skills (40wpm)</p> <p>Knowledge of computer accounting packages and other proprietary software, particularly Rialtas.</p> <p>Experience of managing a small team</p> <p>Experience of financial management and reporting</p>
Circumstances	<p>Willingness to work from home</p> <p>Willingness to work evenings when Council or committees meet</p> <p>Flexible and committed to the Council</p> <p>Current driving license</p>	

# General Data Protection Regulations and Data Protection Act 2018

## Candidate Privacy Notice

### What is the purpose of this document?

We take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. It provides you with certain information that must be provided under the General Data Protection Regulations and the Data Protection Act 2018.

### Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

### The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, unpaid work, outside interests
- Any information you provide to us during an interview.
- Any test results arising from the recruitment and selection process.
- We may also collect, store and use the following types of more sensitive personal information:
  - Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
  - Information about your health, including any medical condition, health and sickness records.

### How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate
- Your named referees
- Cornwall Council Occupational Health Department (where appropriate)

### How we will use information about you

We will use the personal information we collect about you to

- Assess your skills, qualifications, and suitability for the work
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our hiring processes
- Comply with legal or regulatory requirements

# General Data Protection Regulations and Data Protection Act 2018

## Lawful basis for collection and processing

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We also need to process data to ensure that we comply with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability, for example whether adjustments need to be made during a test or interview.

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicants and we have concluded that they are not.

Having received your application form we will process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the post. If we decide to offer you the post, we will then take up references.

## If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

## Information about criminal convictions

We do not anticipate processing information about criminal convictions in relation to this post.

## Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## How is data protected?

We take the security of your data seriously. We have put internal controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

# General Data Protection Regulations and Data Protection Act 2018

## Data retention

### How long will you use my information for?

The successful candidate's data will be held under our General Data Protection Policy, details of which will be made available on confirming the offer of employment.

Unsuccessful candidates' data will be retained for a period of six months after we have communicated our decision to you. We retain your personal information for that period so that we can demonstrate, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with current laws and regulations.

## Rights of access, correction, erasure, and restriction

### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Chairman in writing.

## Right to withdraw consent

When you apply for this role, you provide consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Chairman. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

## Compliance

The Chairman has the responsibility to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Chairman. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.