

GREAT BOUGHTON COUNCIL RECRUITMENT PACK

2025

Great Boughton Council is a non-political body of local people, or people with local interests, all of whom are unpaid volunteers, elected by residents. The Council is made up of 15 Councillors who give up their time and energy to make the areas of Boughton Heath, Vicars Cross and part of Caldý Valley, a pleasanter place to live.

The Council is funded through the local precept and in 2024, this was £92,500, it also receives rents from allotment holders and some small local lease holders.

The council owns and manages Vicars Cross Community Centre, Queens Road Field, Pearl Lane Allotments, Thackeray Drive Field and play area, Vaughans Lane play area and Old Laundry Corner on Heath Lane.

It also has a part in managing the Caldý Valley Neighbourhood Centre, having been a major funding partner when it was built in the early 1980's.

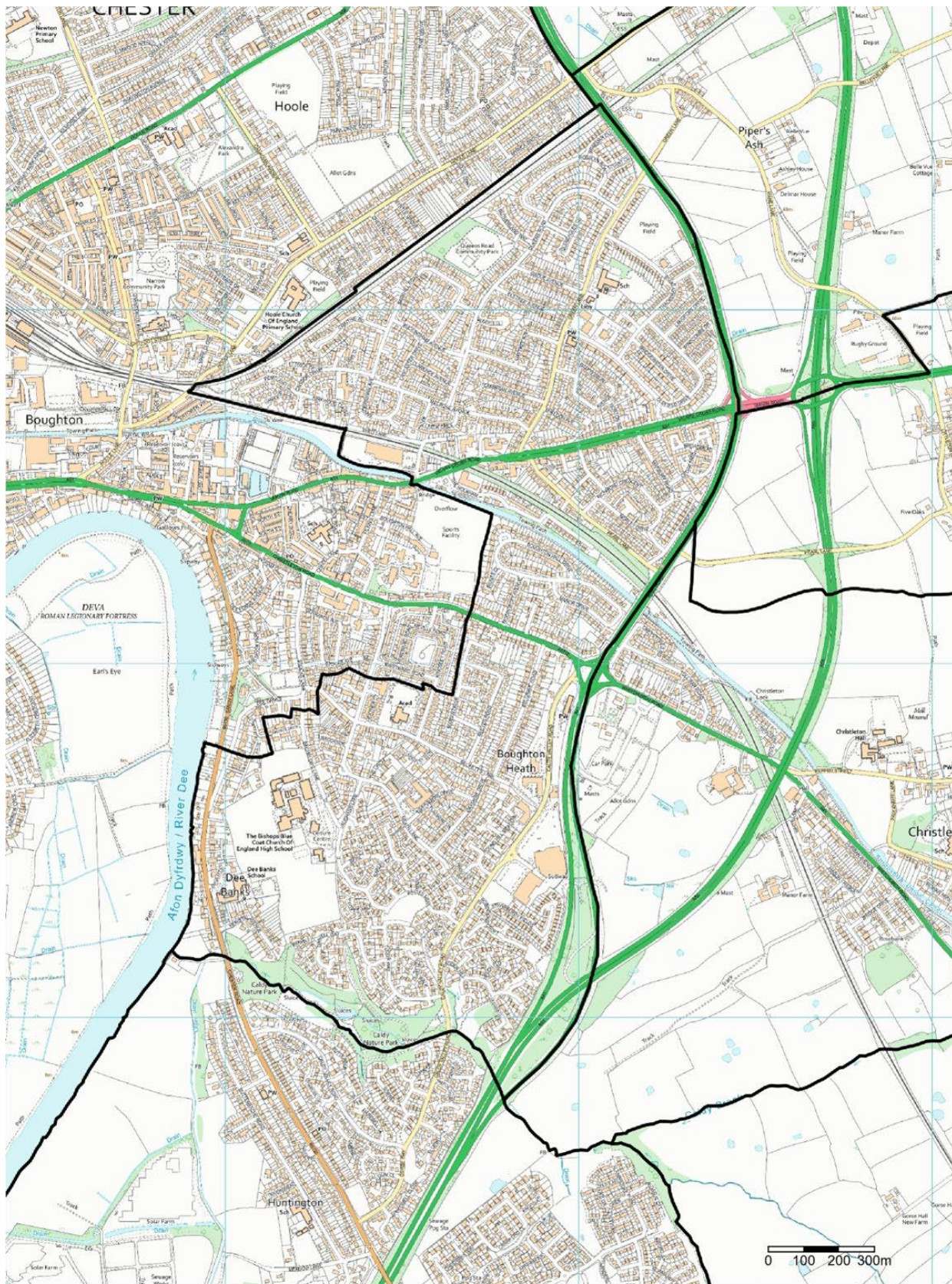


There are three part time staff – the Clerk (25 per week), Deputy Clerk (15 hours per week) and the Vicars Cross Community Centre Manager (20 hours per week).

The Council also contracts the services of a Maintenance Officer and a number of Grounds Maintenance Contractors.

For more information, please go to www.greatboughtonparishcouncil.gov.uk

GREAT BOUGHTON GEOGRAPHIC BOUNDARIES



13/1/2020



Great Boughton Council

VACANCY – Parish Clerk and Responsible Financial Officer

25 hours per week, including attendance at evening meetings and some weekend events

Salary between LCP2 SCP 24 – 28 (£33,024 – £ 36,648 pa) pro-rata (depending on experience and qualifications)

Based at the Council Office, Vicars Cross Community Centre, Thackeray Drive, Chester CH3 5HN

Great Boughton Council is seeking an energetic, forward-thinking individual for the role of Clerk and Responsible Financial Officer (RFO).

The Clerk's role is exciting and challenging and will require a flexible approach, including attendance at regular evening meetings (approximately 3 per month) and occasional weekend working. The payment for this is reflected in the salary offered. We are looking for a proactive leader with considerable administration and organisational skills, an excellent manager, leader, innovator and ambassador. The role includes the line management of two part time staff and a number of contractors.

We are looking for someone who is enthusiastic, flexible and community-focused. They should have a "hands on" style and sound interpersonal, administrative, financial, IT skills and develop relationships with elected councillors and stakeholders. The clerk is normally based in the parish council office with some hours of home working negotiable.

Ideally you will be a qualified Clerk or prepared to study for and attain the CiLCA qualification within 2 years of appointment.

If this sounds of interest to you, a job description and application form can be downloaded from the website www.greatboughtonparishcouncil.gov.uk

If you would like further information about the role, please contact the Clerk on 07709512348 or e-mail clerk@greatboughtonparishcouncil.gov.uk

Please return your completed application form to clerk@greatboughtonparishcouncil.gov.uk Closing date for receipt of applications is xxxxxxxxxx and interviews will take place on xxxxxxxxxx

CLERK AND RESPONSIBLE FINANCE OFFICER - JOB DESCRIPTION

(SCP 24 - 28) (£33,024 - £36,648 (£17.16 - £19.05 per hour) 25 hours per week

Job Purpose

The Clerk and Responsible Financial Officer to Great Boughton Parish Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be 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 to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances. The Clerk is accountable to the Council for the effective management of all its resources, sites and premises and will report to them as and when required.

The Clerk will understand the issues facing Parish Councils and the environment within which the Parish Council operates, and will commit themselves and the Council to an ethos of public service.

Required Skills

- Good general standard of education and numeracy
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other packages used by the Council
- Ability to communicate with other staff, Councillors and the general public in a pleasant and effective manner both orally and in writing
- Ability to be self-motivated and work with minimum supervision
- To have a flexible approach to hours of work and day to day duties and responsibilities
- Be able and willing to travel around the Parish

Specific Responsibilities

- To ensure that legal, 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 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 as required.
- 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 and to ensure payment is received. To issue monthly budget reports and forecasts.

- 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.
- To supervise and line manager 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. Including the coordination and supervision of any contractors engaged by the council
- To issue notices and prepare agendas and minutes for the parish meeting: to attend the assembly of the parish meeting and to implement the decisions made at the assembly.
- To attend meetings of the council and meetings of its committees as required, some of which may be in the evenings.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the council.
- To update the parish's social media sites with the relevant documentation as required by the council
- To demonstrate a willingness to undertake CiLCA and other training courses as appropriate

PERSON SPECIFICATION

	Essential	Desirable
Education and Knowledge	<p>Good standard of education – five GCSE's or equivalent, including English and Maths, Grade C or above</p> <p>An understanding of local government finance and the Accounts and Audit Regulations</p>	<p>Relevant finance, accounting or business qualification</p> <p>Understanding of the roles of local councils and parish councillors</p>
Experience	<p>Experience of working in an office/customer service environment</p> <p>Experience of minuting meetings.</p> <p>Experience of assisting in budget setting and monitoring and preparation of documents for audit</p> <p>Experience of staff management</p>	<p>Experience of using computerised accounting systems</p> <p>Experience of preparing VAT returns.</p> <p>Experience of working in local government</p> <p>Experience of applying for grant funding</p>
Skills and Abilities	<p>Ability to communicate clearly and present clear, concise written reports and minutes</p> <p>Good working knowledge of Microsoft Word, Excel and Outlook programs</p> <p>Ability to prioritise and organise work in an efficient manner in an environment of competing/changing priorities and organisational challenges</p>	<p>Ability to establish and maintain good working relationships with councillors, colleagues, contractors and members of the public</p> <p>Ability to communicate using online resources such as websites and social media</p> <p>Interest in and empathy with local community issues</p>

APPLICATION FORM FOR THE POST OF

IMPORTANT INFORMATION FOR APPLICANTS

It is essential that this application form is fully completed where relevant, as it will be used to determine whether you meet the job-related shortlisting criteria.

A curriculum vitae (CV) is not accepted in place of this application form unless applicants have difficulty in completing the form. In these circumstances, please make this known as part of your application.

The information given on this form will be used for recruitment purposes only. If you are successful in gaining employment with Great Boughton Council, this form and the information it contains, will form part of your personnel record. If you are unsuccessful, the information will be destroyed after a period not exceeding four months from the appointment date. In all cases the information will be held securely in accordance with Data Protection Guidance.

1. DETAILS OF VACANCY	
Job Title	Closing Date
2. PERSONAL DETAILS	

Surname/Family Name	First Name(s)
.....
Address	Tel. No. Home
.....
.....	Work
.....
Post Code
.....
	Extn.
	Mobile
	Email Address

3.
EDUCATION Secondary, Further and Higher

a) <i>SECONDARY subjects – specify GCSE, CSE, ‘O’, ‘A’ levels etc.</i>	Date Obtained	Grade Obtained

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<i>b)</i>		<i>FURTHER & HIGHER</i>		
Dates		Name of College/University	Qualifications Obtained/Expected	Grade Obtained
From	To			

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c) PROFESSIONAL QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL BODIES				
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<i>Date Admitted</i>	<i>Professional Body/Association</i>	<i>Current level of Membership</i>	<i>Method of achievement e.g. Application; examination; invitation</i>	<i>Membership Number</i>

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N.B. Qualifications will be checked and verified from time to time

4.

TRAINING/DEVELOPMENT/LEARNING

(Please list relevant training undertaken over the past 5 years)

5.

PRESENT/*LAST EMPLOYMENT: *please delete as appropriate

Job Title:	Date Appointed:
	Leaving Date:

Name and Address of Employer:	Grade/Salary Scale:
	Current Salary:
	Other Benefits:
Postcode:	Notice period:
Tel No:	

Brief description of duties and responsibilities and skills and qualifications required to undertake your current role:

Reason for leaving/wanting to leave current / last employment:

6. PREVIOUS EMPLOYMENT (in date order, starting with the most recent. Continue on a separate sheet if necessary).
Previous employers may be contacted to validate information provided.

Dates		Name and Address of Employer	Job Title / Grade / Salary	Brief outline of the role of the job	Reason for Leaving
From	To				

7. SUPPORTING INFORMATION. *Please describe how your*

skills, abilities, knowledge and experience relate to

*the person specification giving examples of achievement. You may include any unpaid work or other outside interests if appropriate.
(Use as much space as necessary).*

8. REFERENCES *(Please give the name and address of two people, one of whom must be your present employer (or if unemployed, your last employer) to whom references can be made. If this is your first employment, please use your school/college. Appointments will be made subject to satisfactory references.*

	<i>Present / Last Employer</i>	<i>Other Former Employer</i>
Name:	1. Name:	2.

Title/Position:

Title/Position:

Organisation:

Organisation:

Address:

Address:

Postcode:

Postcode:

Tel No:

Tel No:

Email Address:

Email Address:

N.B. References will be sought if you are short-listed for interview. If at this stage **you do not** want your current employer contacted, please tick box ☐

References for successful candidates will be followed up and verified.

Where did you see this job advertised?

10.

ASYLUM AND IMMIGRATION

To comply with Asylum and Immigration legislation you will be required, if appointed, to provide at least one document from the specified list which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide when requested.

☐

A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contribution Agency or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, an NI card or letter.

☐

A passport confirming that you are either a British citizen or a European Economic Area national or which shows that you are otherwise entitled to live and work in the United Kingdom.

☐

A birth certificate confirming birth in the United Kingdom or Republic of Ireland.

☐

A letter from the Home Office confirming that you are allowed to work.

11.

DISCLOSURE

..... welcomes applications from all candidates. Criminal records will be taken into account for recruitment purposes when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment.

Have you ☐ any ☐ previous convictions? **YES NO**

If YES, please give details of the offence(s), including the date and sentence:-

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.....

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in disciplinary action or dismissal.

12. DECLARATION

I declare that all the information I have provided is true, and I have not canvassed a member/officer of the Council, directly or indirectly, in connection with this application and further that I will not do so. I understand that such canvassing will disqualify me as a candidate. Failure to disclose any relationship with a member/officer of the Council or providing information which is untrue will also disqualify me. If such failure/untrue information is discovered following appointment, I may be liable to dismissal without notice.

Signature:

Date

.....

To your knowledge are you related to any member(s)/officer(s) of

YES NO

☐☐

If yes, whom?

.....

Please return your completed application form to:

**Sophia Samuel
Interim Clerk to the Council
Great Boughton Council
Vicars Cross Community Centre
Thackeray Drive Chester CH3 5LP
clerk@greatboughtonparishcouncil.gov.uk**

Thank you for taking the time to complete this application