



Hopton-on-Sea Parish Council

Clerk to the Council and Responsible Finance Officer – Recruitment Pack

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Recruitment Timetable

Closing date for applications: 12 midday Monday 10 February 2025

Interviews week commencing: 17 February 2025

Key Terms and Conditions of Employment

Salary: Scale LC2, SCP 20 to 24 depending on qualifications and experience. Incremental scale progress depends on review and successful performance in the post.

Working Week: 16 hours per week including attendance at one evening meeting per month. Any additional hours worked will be given as time off in lieu or overtime pay subject to agreement.

Annual Leave: 24 working days (converted to pro rata hours), plus U.K. bank holidays.

Pension: Option to join Local Government Pensions Scheme.

Location: Office at the Village Hall, Station Road, Hopton-on-Sea, Norfolk NR31 9BE.

Application forms can be found on the Council's website at hopton-on-seapc.info or obtained via e-mail from hoptonparishclerk@hotmail.com

Application Form

Please complete the application form available from Hopton-on-Sea Parish Council office and website. CVs are acceptable only in addition to the application form.

You should address the requirements of the Person Specification for the post when completing the application form. In particular you should ensure that your relevant experience, attainment, knowledge, communication skills and personal attributes are clearly stated.

The completed application form should be sent to hoptonparishclerk@hotmail.com or posted to Hopton-on-Sea Parish Council, Office at the Village Hall, Station Road, Hopton-on-Sea Norfolk NR31 9BE to be received by the closing date of 12 midday 10 February 2025.

The Selection Process

The shortlisting will be carried out by a small group of Councillors who form the Staffing Committee.

Those applicants selected for interview will be contacted and invited to attend for interview. Those not selected for interview will be informed by email or letter as soon as possible.

The Interview Process

Interviews will be held at the Council's Office at the Village Hall, Station Road, Hopton-on-Sea, NR31 9BE.

The successful candidate will be contacted by telephone with written confirmation to follow. Other candidates will be informed as soon as possible thereafter.

If you have any questions on any aspect of this process please contact Julie McNair, Clerk to the Council on 01502 730768 or e-mail hoptonparishclerk@hotmail.com

If you require any special arrangements to be made for you, please ensure that you complete the relevant box on the Housekeeping Form on the application form.

Job Description

Job Title: Clerk to the Council and Responsible Finance Officer

Hours of Work: 16 hours per week

Base: Office at the Village Hall, Station Road, Hopton-on-Sea NR31 9BE.

Responsible To: Hopton-on-Sea Parish Council

Summary of Job: The Clerk is accountable to the Council for the effective management of all its resources, ensuring that the Council's administrative functions and services are performed professionally, ensuring the instructions of the Council are carried out, and reporting to the Council as and when required.

As the Council's Proper Officer to carry out all functions required by law, and in particular serve or issue all the statutory notifications required in a timely manner.

As the Council's Responsible Finance Officer, to be responsible for and manage all financial procedures and records, and the administration of its finances, and exercise good stewardship of the Council's assets in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council.

Duties

The Clerk will develop and manage policy, strategy and operations working with Parish Councillors and external bodies to achieve the Council's objectives.

Engage with Others

Foster good relations within the community in support of the Council's objectives.

Ensure that the Council plays an informed and effective role in local issues.

Develop effective liaison and working partnerships with Great Yarmouth Borough Council and Norfolk County Council, statutory and voluntary organisations.

Advise the Council on matters of civic protocol.

Act as the official representative of the Council as required.

Meetings

Ensure that statutory provision and other notices governing or affecting the running of the Council are observed.

Advise Councillors on meeting procedures and regulations.

Prepare agenda for meetings of the Council, Committees and any Sub-Committees.

Ensure all such meetings are serviced and the minutes prepared for approval.

Policy & Strategy

Advise the Council on, and assist in the formulation of, policies and procedures, keeping up to date with current and forthcoming changes in legislation, and ensuring that all Council policies and procedures meet statutory requirements.

Produce relevant information and advice to enable Councillors to make effective decisions.

Budgeting

Prepare the annual budget estimates of income and expenditure and annual precept requirements for presentation to the Council.

Public Relations, Communication and Publicity

Maintain positive and effective press and public relations.

Promote the Council's activities through the website, updating the website on a regular basis.

Correspondence & Records

Receive and deal with correspondence and documents on behalf of the Council when appropriate bringing relevant items to the attention of the Council.

Maintain such records and systems as are necessary for the effective administration of the affairs of the Council and ensure that they are kept in a safe and secure manner.

Activity & Business Management

Organise and manage Council projects.

Keep services and activities under regular review.

Monitor and manage risk, including financial, operational and reputational risks ensuring that risk assessments are undertaken and updated regularly.

Manage planning applications and respond to the Borough Council with Councillor comments.

People Management

Induct new Councillors into their role and support their continued training and development.

Property & Facilities

Be responsible for the management, maintenance and security of Council property in association with the Council.

Financial Responsibility

As the Council's Responsible Finance Officer be responsible for:

The administration of the Council's finances, and the proper maintenance and application of the Council's Financial Regulations and relevant Standing Orders.

Ensuring the Council complies with internal and external audit requirements and VAT regulations.

Preparing and submitting the statutory Annual Return.

Other duties and responsibilities

Continue to acquire the professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk, Proper Officer and Responsible Finance Officer.

Undertake such other duties appropriate to the work, as may be required by the Council.

Person Specification

The role requires a person who can cope with a varied and challenging workload. There are formal responsibilities which must be discharged professionally and with all due care and attention.

Requirement	Essential or Desirable
Relevant experience in a comparable environment	Essential
Experience of project and budget setting, monitoring progress, controls and financial management reports	Essential
Experience of developing, implementing and monitoring effective systems and procedures	Essential
Experience of communicating effectively with the public	Essential
Previous experience as a Clerk to a Town or Parish Council	Desirable
Experience of servicing committees including agenda preparation and minute taking	Desirable
Project management experience	Desirable
High levels of literacy and numeracy	Essential
Certificate in Local Council Administration	Desirable
IT literate, MS Office Windows, website management	Essential
Knowledge of governance, operational and legal framework in which a Council operates	Essential
Knowledge of data protection law	Essential
An active interest in and understand of the protection, conservation and wellbeing of the natural environment and wildlife	Desirable
Knowledge of the local area and community	Essential
Understands and can explain the Nolan Principles of public life	Desirable
Excellent written and oral communication and presentational skills	Essential
Ability to produce concise written reports	Essential
Understand the effective use of social media	Desirable
Proven ability to work as part of a team	Essential
Demonstrates tact and diplomacy	Essential
Excellent interpersonal skills	Essential
A "hands on" approach	Essential
Willingness to undergo training relevant to the job	Essential
Business perspective and acumen	Desirable

Brief Overview of Hopton-on-Sea Parish Council

The Parish Council is non-political and is made up of 11 Councillors and 1 Clerk/Responsible Finance Officer. There are 10 Councillors in the south ward and 1 Councillor in the north ward.

There are three Committees – Staffing, Policies & Finance, Planning and a Recreation Ground Working Party. An additional Working Party is being set up to investigate safety in the village.

The Parish Council meet in the Village Hall on a Monday evening, usually the second Monday each month, commencing at 7.30pm. Next meeting dates are 10 February, 10 March, 14 April, 12 May Annual Parish Council Meeting, 9 June, 14 July, 11 August, 8 September, 13 October, 10 November, 8 December.

All policies, including Standing Orders, Code of Conduct and Financial Regulations can be found on the Parish Council's website at www.hopton-on-seapc.info. This is where other relevant information regarding the Council, events and history can also be found.

The Council owns the Millennium Garden, which houses old St. Margaret's Ruin on Coast Road, a Grade 11 Listed Building. The Council also maintains the Recreation Ground and Pavilion Building on Lowestoft Road.

There are 1650 homes in Hopton. Several housing developments are under construction with more anticipated in accordance with Great Yarmouth Borough Council Local Plan.

A monthly magazine is produced and distributed by the Parish Council which provides local information for all residents and businesses in the village.