



## Glen Parva Parish Council

Glen Parva War Memorial Hall  
Dorothy Avenue  
Glen Parva  
Leicester LE2 9JD  
Telephone: 0116 277 1450  
VAT Reg No. 252 3281 27



Email: [manager@glenparvaparishcouncil.org.uk](mailto:manager@glenparvaparishcouncil.org.uk)

Website: [www.glenparvaparishcouncil.org.uk](http://www.glenparvaparishcouncil.org.uk)

## Post of Parish Clerk & Responsible Finance Officer

Dear Applicant,

Thank you for showing an interest in the recently advertised post of Parish Clerk & Responsible Finance Officer.

The Parish Council seeks a new Clerk to move the Council forward to enhance Glen Parva's sense of community for its 5,000+ residents. You will be joining the Council at a key stage in its development as it seeks to move forward from an earlier period of flux.

During the past twelve months the Parish Office has gone through a period of restructure. At present the work of the Council is supported by its part-time staff, a locum clerk and a locum finance Officer, two new part-time Admin Assistants, who will have commenced duties at the beginning of March, three part-time Premises Officers and a part-time gardener. We are therefore looking for someone who can lead, support and help develop a well organised and efficient structure to the working of the Council.

This post offers an ideal opportunity for someone who may already be in post as the Clerk of a smaller authority or working as a Deputy Parish Clerk already and is seeking further responsibilities or progression within the profession. Ideally we are looking for someone who is already a CiLCA qualified clerk or has completed the Introduction to Local Council Administration (ILCA), but we would welcome expressions of interest from other applicants who have experience of working in a local authority / public service environment or have private sector experience where multi-tasking, working to legal deadlines and being highly organized and methodical is a given.

To aid applicants from outside the sector, a job description, job specification and job skills grid that underpins the post as advertised is attached and applicants are encouraged to read through this information in detail before submitting their application.

You can apply by submitting a covering letter with your CV and application form addressed to the Chairman of Glen Parva Parish Council via post at Glen Parva War Memorial Hall, Dorothy Avenue, Glen Parva, Leicester LE2 9JD or via email: [manager@glenparvaparishcouncil.org.uk](mailto:manager@glenparvaparishcouncil.org.uk) to arrive by **noon on Friday March 14<sup>th</sup> 2025**. It is hoped to hold interviews during the first week in April. Further information can be found on the Parish Council website:

[www.glenparvaparishcouncil.org.uk](http://www.glenparvaparishcouncil.org.uk).

If you wish to have an informal conversation in advance of submitting your application, please contact the Chairman Cllr S. Sidorowicz on 07769808306



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## JOB DESCRIPTION

### Parish Clerk and Responsible Financial Officer

|                                    |                                                                            |
|------------------------------------|----------------------------------------------------------------------------|
| <b>Job title:</b>                  | <b>Parish Clerk and RFO</b>                                                |
| <b>Location:</b>                   | <b>Glen Parva Parish Office</b>                                            |
| <b>Salary:</b>                     | <b>NJC SCP 33 – 36 (£42,708 - £45,718) – pro rata</b>                      |
| <b>Allowance:</b>                  | <b>Mileage allowance for Parish business</b>                               |
| <b>Hours:</b>                      | <b>28 hours per week (some evening and weekend hours will be required)</b> |
| <b>Responsible to:</b>             | <b>Full Council</b>                                                        |
| <b>Directly responsible for:</b>   | <b>All Parish Council Staff</b>                                            |
| <b>Indirectly responsible for:</b> | <b>Volunteers</b>                                                          |

### Overall Responsibilities

The Clerk to the Council serves as the Proper Officer and Responsible Financial Officer of Glen Parva Parish Council, entrusted with managing the Council's affairs to the highest Standards of statutory compliance and professional excellence. This role demands strong leadership to foster a culture of accountability, continuous improvement, and efficient service delivery. The Clerk will play a pivotal role in driving the Council's strategic initiatives, overseeing the effective management of staff and resources, and ensuring the seamless execution of all the Council objectives. The Clerk will also act as key advisor to the Council, providing impartial, accurate, and timely information to support informed decision-making

## KEY RESPONSIBILITIES

- 1. Legal and Statutory Responsibilities**
  - 1.1 Act as the Proper Officer of the Council, taking all necessary actions required by this role, including serving statutory notices and ensuring the Council meets its legal obligations.
  - 1.2 Ensure compliance with all statutory duties while proactively identifying opportunities to improve Council processes, enhance efficiency, and deliver greater value to the community. Provide innovative, constructive solutions to help the Council achieve its objectives without infringing any legal or regulatory requirements.

- 1.3 Provide clear, impartial, and well-informed advice to the Council, ensuring that decisions are both legally sound and aligned with the Council's strategic priorities. Where potential risks or deficiencies arise, propose practical actions to address them.
- 1.4 Maintain up-to-date knowledge of relevant legislation, case law, and regulatory changes, implement necessary actions to keep the Council compliant while fostering a culture of continuous improvement and forward-thinking governance.
- 1.5 Ensure that all Council decisions, policies, and actions are fully aligned with its adopted Standing Orders, Financial Regulations, and other governing frameworks, while seeking opportunities to streamline and modernise these processes where appropriate.
- 1.6 Safeguard confidentiality at all times, adhering to data protection principles and ensuring sensitive matters are handled with professionalism and discretion in line with Council policies and legal requirements.

## **2. Administration of Meetings**

- 2.1. Organise and convene meetings of the Council, committees, and other relevant gatherings, ensuring agendas are accurately prepared, distributed promptly, and reflect the Council's priorities. Engage with stakeholders as necessary to ensure comprehensive preparation.
- 2.2. Attend all required meetings, ensuring accurate recording, timely approval, and efficient circulation of minutes that clearly outline decisions, actions, and responsibilities.
- 2.3. Proactively identify and present key issues, opportunities, and matters requiring consideration to Council members, ensuring that all relevant facts and information are provided impartially and comprehensively, without personal bias or influence.
- 2.4. Prepare and deliver concise, well-informed reports to meetings, presenting factual information and balanced advice to support councillors in making informed decisions. Explicitly delineate between providing advice and making decisions, ensuring the Clerk's role remains advisory.
- 2.5. Implement Council decisions and policies diligently, ensuring actions are completed effectively and in alignment with agreed priorities.
- 2.6. Coordinate all aspects of the Annual Parish Meeting, ensuring it is conducted in compliance with statutory requirements and supported by well-organised documentation. Attend the meeting and manage associated follow-up actions efficiently.

## **3. Administrative Functions and Responsibilities**

- 3.1. Oversee and manage all administrative functions of the Council to ensure they are carried out with precision, efficiency, and alignment with the Council's strategic priorities. Establish and uphold high standards of professionalism in all office activities.
- 3.2. Manage all correspondence, documents, and reports received by the Council, ensuring they are reviewed promptly, responded to appropriately, and escalated to the Council where policy decisions are required.

- 3.3. Take full responsibility for the implementation of Council-approved functions and services, ensuring they are delivered to agreed timelines and standards. Address issues as they arise and provide clear updates to the Council on progress, challenges, and resolutions.
- 3.4. Introduce and maintain key performance indicators (KPIs) for Council deliverables, including service efficiency, staff productivity, and community impact. Regularly monitor and report progress against KPIs, recommending and implementing improvements as needed to meet Council objectives.

#### **4. Financial Responsibilities**

- 4.1. Act as the Responsible Financial Officer (RFO) as defined by the Accounts and Audit Regulations with full responsibility for maintaining accurate and compliant financial records and ensuring the careful, transparent administration of the Council's finances.
- 4.2. Monitor and balance the Council's accounts, ensuring all financial transactions are accurate, traceable, and comply with statutory and regulatory requirements. Prepare all necessary records for Audit, HMRC, and VAT submissions, meeting all deadlines.
- 4.3. Review and process invoices for goods and services received by the Council, ensuring they are verified for accuracy before authorization. Ensure timely payment of accounts and issue invoices for services provided by the Council, ensuring prompt and accurate receipt of payments.
- 4.4. Implement robust financial controls and checks to prevent errors and ensure financial integrity. Regularly review and update financial procedures, providing the Council with assurances on their effectiveness.
- 4.5. Prepare detailed, accurate financial reports and forecasts for the Council, ensuring members have a clear understanding of the Council's financial position. Highlight risks, discrepancies, or significant changes, proactively offering solutions to mitigate financial risks.
- 4.6. Maintain a high standard of accuracy in all financial operations, ensuring meticulous attention to detail to prevent errors or oversights that could impact the Council's financial health or reputation.

#### **5. Responsibility for Employees**

- 5.1. **Line Management and Staff Leadership:** Lead and manage all Council Employees, ensuring that staff are motivated, supported, and held accountable for their roles. Set clear objectives aligned with the Council's strategic goals, and ensure that all team members understand their responsibilities and performance expectations.
- 5.2. **Performance Management and Professional Development:** Conduct regular performance reviews and appraisals for all staff, providing constructive feedback, setting measurable goals, and supporting continuous professional development. Foster a culture of learning and growth, ensuring all staff have the resources and opportunities to enhance their skills and capabilities and feel valued.

- 5.3. **Equitable Treatment and Collaborative Work Environment:** Ensure fair and consistent treatment of all employees, promoting an inclusive and positive working environment. Lead by example, encouraging teamwork, open communication, and mutual respect across all levels of the office team.
- 5.4. **Policy and Procedure Implementation:** Ensure that all personnel-related matters, including Health and Safety, payroll, and welfare policies, are handled in compliance with legal requirements and best practice. Regularly review and update policies to meet evolving needs, ensuring all staff are well-informed of their rights and responsibilities.
- 5.5. **Conflict Resolution and Support:** Take a proactive role in managing conflicts and addressing any issues that may arise within the team. Provide guidance and support to staff to ensure a harmonious working environment and resolution of any concerns in a fair and timely manner.
- 5.6. **Escalation of Unresolvable issues:** While taking full responsibility for day-to-day staff management, promptly escalate any issues or conflicts that cannot be resolved at the line management level to the Council. Ensure that such issues are communicated clearly, with suggested solutions, to enable the Council to make informed decisions on next steps.

## **6. Liaison, Communication and Relationship Management**

- 6.1. Build and maintain effective working relationships with key external stakeholders, such as Leicestershire County Council, Blaby District Council, LRALC, and other relevant agencies and organisations. Ensure that all communications represent the collective views of the Council, with the aim of achieving the best possible outcomes for the Parish and its community.
- 6.2. Act as the Council's primary point of contact for public relations, ensuring clear, accurate, and consistent communication with the media and general public. Always convey the Council's views and policies, refraining from personal opinions, and reinforcing the Council's commitment to serving the community's best interests.
- 6.3. Represent the Council in discussions, negotiations, and public events, acting as a professional and impartial spokesperson. Ensure that all representations reflect the decisions and policies set by the Council, not individual perspectives.
- 6.4. Attend relevant training courses, seminars, and conferences as required by the Council, maintaining an up-to-date knowledge of best practices, local government developments, and community engagement strategies.
- 6.5. **Community Engagement:** Engage with the local community regularly, seeking feedback, addressing concerns, and ensuring that the views and needs of the public are accurately conveyed to the Council. Facilitate open communication channels with the community to promote transparency, inclusivity, and the effective delivery of services. Present a positive, friendly approach to the public during face to face, or telephone contact.

## **7. Specific Responsibilities**

- 7.1. Attend all Council meetings, including evening meetings, ensuring active participation, accurate record-keeping, and effective communication of the Council's decisions and policies to relevant parties.

- 7.2. Ensure that all recreational areas of the Parish in relation to the Park, Memorial Garden, Playground facilities, South Wigston High School Play Equipment, Outdoor spaces within the Parish and Local Nature Reserve are managed and maintained to a satisfactory standard. Actively seek improvements where necessary to enhance the public use and benefit of these areas.
  - 7.3. Organise, coordinate, and attend the Council's public events, such as Annual Summer Gala, any Christmas celebrations, and other events defined by the Council, ensuring all logistical, operational, and community engagement aspects are handled effectively to provide a positive experience for the public.
  - 7.4. Draft, review, and manage all contracts for the Council, ensuring that services and works provided by contractors meet required standards and are delivered efficiently. Supervise contractors to ensure compliance with agreed terms, maintaining value for money and adherence to Council policies.
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8. Other duties
    - 8.1 Undertake any other duties as required by the Council to support its operations, priorities, and service to the community. Always ensure that tasks are carried out in a professional, transparent, and accountable manner, reflecting the best interests of the Parish and its residents.

The details in this job description reflect the job content at the date this job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's responsibilities will be subject to change, without changing the general nature of the post or responsibilities entailed.



# Glen Parva Parish Council

## PERSON SPECIFICATION

### PARISH CLERK including RESPONSIBLE FINANCIAL OFFICER

#### Overview

The role of Clerk to the Council is central to the effective operation of Glen Parva Parish Council. As the Proper Officer, the Clerk will lead on governance, administration, and financial management, ensuring the Council functions efficiently and with integrity. This position requires an individual who is not only highly skilled in managing resources, processes, and people, but also deeply committed to fostering community engagement and upholding the Council's values.

The ideal candidate will demonstrate exceptional organisational, communication, and leadership abilities, a proactive approach to problem-solving, and a strong drive for continuous improvement. They will ensure the Council operates transparently, fairly, and in the best interest of the community.

#### Requirements

##### Education / Qualifications

Essential:

A recognized qualification in local government administration OR a commitment to complete the introduction to Local Council Administration (ILCA) within six months of appointment, and the Certificate in Local Council Administration (CILCA) within two years. GCSEs in English and Mathematics at grades 4-9 ( or equivalent qualifications) demonstrating a strong foundation in literacy and numeracy essential for the demands of the role.

Desirable:

Further qualifications in local government or public administration

Evidence of ongoing professional development, especially in leadership, management, or relevant areas of local government practice.

##### Experience, Skills and Aptitude

**Leadership:** Strong leadership capabilities with the ability to inspire, manage, and motivate staff. Proven experience in effective management of teams, setting clear objectives, and driving performance, coupled with the ability to lead by example and ensure the team works cohesively to achieve the Council's strategic goals.

**Operational Management:** Extensive experience in managing operations within a public facing organization, with a focus on delivering services effectively and efficiently.

**Financial Management:** Experience in managing budgets, ensuring financial accountability, financial reporting, overseeing procurement and contract management, and maintaining accurate financial records in compliance with regulations. Knowledge and experience in the use of **RIALTAS** or similar financial software would be an advantage.

**Governance and Compliance:** Ability to understand local government law, statutory obligations, and best practices, together with the role and responsibilities of a Parish Council and how it operates within legal frameworks.

**Problem-Solving and Decision-Making:** Excellent critical thinking, analytical, and problem-solving skills, with the ability to provide well-informed advice and support the Council's decision-making process.

**Communication:** Exceptional communication skills, both verbal and written, with the ability to interact with a wide range of stakeholders and present complex information clearly and accurately. A good command and use of social media platforms to promote and project the Parish Council in a positive manner, to enhance its image within the local community.

**Relationship Building / Management:** Proven experience in managing relationships with all stakeholders, including local authorities, media and community organisations.

**Community engagement:** Demonstrated ability to build positive, professional relationships with the local community, external organisations to foster cooperation and achieve the Council's objectives. A proactive and empathetic approach to addressing the needs of the public, ensuring that services are inclusive, accessible, and reflect the needs of the community.

**Administrative and Technical Skills:** Proficiency in using modern office technology, including Office 365, or the ability to quickly adapt to and utilize such tools effectively. A strong working knowledge of Office 365 applications such as Word, Excel and Outlook is vital for managing Council operations efficiently.

## **Motivation and Ethics**

**Integrity and Accountability:** High personal integrity, with a commitment to transparency, accountability, and the highest professional standards. A strong ethical foundation and a determination to act in the best interest of the Council and the community.

**Self-motivated and proactive:** The ability to work independently, prioritise tasks, and meet deadlines under pressure, while maintaining a focus of continued improvement.

**Team Development:** A commitment to building a strong, collaborative, and high-performing team environment, where staff are treated fairly and supported in their professional growth.

**Flexibility and Adaptability:** The willingness to embrace change and adapt to evolving challenges as they arise.

**Commitment to Public Service:** A passion for serving the public and improving local services and community well-being. A strong focus on delivering the best outcomes for parishioners and ensuring the Council remains responsive to their needs.

## **Other Requirements:**

Ability to attend Council meetings, including evening sessions, and to represent the Council at external events such as Summer Gala, any Christmas celebrations or other social events arranged by the Council and held during the year.

Full driving licence or access to transport to enable attendance at relevant meetings and events.

A commitment to ongoing professional development and the continuous enhancement of skills in local government administration.





# Glen Parva Parish Council

## PARISH CLERK - PERSON SPECIFICATION

|                                                                                                                                | Essential / Desirable? |                | Methods of Assessment |           |           |            |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------|-----------------------|-----------|-----------|------------|
|                                                                                                                                |                        |                | Application Form      | Practical | Interview | References |
| <b>KNOWLEDGE</b>                                                                                                               |                        |                |                       |           |           |            |
| GCSEs in English and Mathematics at grades 4-9                                                                                 | <b>E</b>               |                | <b>X</b>              |           |           |            |
| Knowledge and experience of how to develop and manage budgets                                                                  | <b>E</b>               |                | <b>X</b>              |           | <b>X</b>  |            |
| Relevant financial procedures and employment law                                                                               | <b>E</b>               |                | <b>X</b>              |           | <b>X</b>  |            |
| Policy development in line with community needs                                                                                | <b>E</b>               |                | <b>X</b>              |           | <b>X</b>  |            |
| Certificate in Local Council Administration (CILCA)                                                                            |                        | <b>D</b>       | <b>X</b>              |           | <b>X</b>  |            |
| Knowledge and understanding of Equal Opportunities legislation and the ability to manage Equal Opportunities in the workplace. | <b>E</b>               |                | <b>X</b>              |           | <b>X</b>  |            |
| Structure & working of three tier local authorities                                                                            |                        |                |                       |           | <b>X</b>  |            |
|                                                                                                                                |                        |                |                       |           |           |            |
| <b>SKILLS</b>                                                                                                                  |                        |                |                       |           |           |            |
| Strategic and operational management                                                                                           | <b>E</b>               |                |                       |           | <b>X</b>  |            |
| Excellent communication, negotiating and interpersonal skills, building a rapport with a range of stakeholders                 | <b>E</b>               |                |                       |           | <b>X</b>  | <b>X</b>   |
| Able to manage performance, set targets and objectives                                                                         | <b>E</b>               |                |                       |           |           | <b>X</b>   |
| Knowledge and experience of using Financial Packages Software                                                                  | <b>E</b>               | <b>Rialtas</b> |                       | <b>X</b>  |           | <b>X</b>   |
| Good knowledge of IT – Word, Excel, Power-point, Outlook                                                                       | <b>E</b>               |                |                       | <b>X</b>  |           |            |
| Sound knowledge in use of Social Media platforms                                                                               |                        | <b>D</b>       |                       |           |           |            |
| Ability to attend and travel to meetings where necessary                                                                       | <b>E</b>               |                |                       |           |           |            |
|                                                                                                                                |                        |                |                       |           |           |            |
| <b>ATTRIBUTES</b>                                                                                                              |                        |                |                       |           |           |            |
| Ability to use own initiative and experience to seek solutions                                                                 | <b>E</b>               |                |                       |           | <b>X</b>  | <b>X</b>   |
| Open to new ideas, projects and concepts                                                                                       |                        | <b>D</b>       |                       |           | <b>X</b>  |            |
| Work with tenacity and integrity                                                                                               | <b>E</b>               |                |                       |           |           | <b>X</b>   |
| Enthusiasm for delivering quality services to the community                                                                    | <b>E</b>               |                | <b>X</b>              |           | <b>X</b>  |            |
| High level of confidentiality and compassion                                                                                   | <b>E</b>               |                |                       |           | <b>X</b>  |            |
| Commitment to personal development                                                                                             |                        | <b>D</b>       | <b>X</b>              |           |           |            |

