

PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER for the Parish of Filkins and Broughton Poggs
Location: Home based and Filkins Village Hall (for Parish Council Meetings)
Hours: 32 hours per month on a flexible basis
Salary Scale: National Joint Council Spinal column CP 15 to 17 (£8.87 to £9.23 per hour) dependent on experience. Additionally, a working from home allowance of £100 per annum is paid.
<p>Job Description</p> <p>Following the retirement of our Clerk, Filkins and Broughton Poggs Parish Council wish to appoint a new Parish Clerk and Responsible Financial Officer. The Clerk is the Proper Officer of the Council and is under a duty to carry out all the statutory functions of the Proper Officer and the duties of the Responsible Financial Officer.</p> <p>Your responsibilities and duties include but may not be limited to the following:</p> <ul style="list-style-type: none"> ▪ The management of the meetings of the Council including preparing the agenda, taking the minutes, ensuring that decisions are implemented ▪ Administering the Village Centre Trust on behalf of the Parish Council ▪ Collating information required for making effective decisions as necessary ▪ Liaising with the public & other organisations ▪ Dealing with correspondence and public notices ▪ Providing the Council's website provider with the information to be published on the Council's area of the website ▪ Preparing all financial reports covering budget monitoring, fund balances, receipts and payments to date, payroll, payment of accounts and other relevant current matters ▪ Prepare the Annual Return for the Council's approval and to submit it to the Auditor when required ▪ To arrange for appropriate Internal Audit in accordance with Financial Regulations ▪ Other tasks as necessary and agreed with the Council <p>Filkins and Broughton Poggs Parish Council is keen to support ongoing professional development. A laptop and printer will be provided. Access to an internet connection (preferably high speed) are necessary for the discharge of the duties of this post.</p>
<p>Qualities</p> <p>The successful candidate will:</p> <ul style="list-style-type: none"> ▪ Be able to manage and administer the Council's business with a high level of skill, organisation and efficiency. ▪ Have a good knowledge and understanding of current accounting practices as they are responsible for the finances for the Parish Council. ▪ Use their initiative and be proactive in supporting the Council in discharging its duties ▪ Possess a high standard of oral and written communication skills and be highly proficient in Word and Excel. ▪ Previous experience in a similar role is desirable but not essential.
<p>How to apply</p> <p>For a job description, application form and/or to discuss the responsibilities of the post, please ring Julie Tridgell, one of our Parish Councillors on 07867311778 or email her on Tridgju1@outlook.com. In order to apply please send your completed application form and a covering letter outlining how your skills and experience have prepared you for this post to Julie Tridgell at her email address Tridgju1@outlook.com.</p> <p>Closing date for applications is 12 noon Friday 9th March 2018</p> <p>Interviews will take place week commencing 12th March 2018</p>