

Little Bardfield Parish Clerk and Responsible Finance Officer Vacancy

Main Purpose of Job

We are seeking a self-motivated and organised individual to provide clerical and administrative support to the Parish Council and also to carry out the functions of the Council in its role as a Local Authority.

The position is home based, part time on average 3 hours per week – this could be less some weeks and significantly more in other weeks. Little Bardfield PC holds 4 evening meetings per year plus an annual village meeting in May. There may be an occasional extraordinary meeting where necessary. The successful applicant will ideally hold the Certificate in Local Council Administration (CiLCA). The successful candidate will be expected to attend training courses where necessary. A laptop and printer are provided.

The National Joint Council for Local Government Services (NJC) pay scales apply and the successful application would be paid according to experience on an hourly basis.

Responsibilities

To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.

- 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,
- To attend such meetings and take and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence as a result of the instructions of, or the known policy of, the Council.
- 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 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 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 prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council,
- To attend training courses on the work and role of the Clerk as required by the Council, and
- To update the website on a regular basis.

Responsible Financial Officer Duties

To be responsible for all the financial records of the Council and the administration of its finances. Specific responsibilities will include;

- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT,
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are paid,
- To issue invoices on behalf of the Council for goods and services and to ensure payment is received, and
- Managing PAYE if necessary and preparing the Annual Return for submission to the Audit Commission.

Closing date

The closing date for applications is **Friday 15 March**. To apply for the position please email LittleBardfieldParishClerk@gmail.com in the first instance or for an informal chat call 07949 751427. Note: This Job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and could be changed as working conditions dictate.