

Finchingfield Parish Council



Appointment of Clerk & Responsible Financial Officer and Secretary to Charities for which the Council is Sole Trustee

Finchingfield Parish Council is seeking a highly organised and committed applicant for this key role which is responsible for all the day-to-day organisation and management of the Council's services, facilities and finances.

You will need to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, interpersonal, accounting and IT skills in order to work successfully with Councillors, external organisations, and the community.

You should, at a minimum, be proficient in Word, Excel, Zoom and Scribe. Ideally you should possess the CiLCA qualification (or be prepared to obtain it) and have a sound understanding of local authority organisation and management.

The post is part time (52 hours per calendar month). The role has been assessed as LC2 at SCP 25 which currently attracts an hourly rate of £15.37. The Council meets approximately 22 times annually, generally in the evening, to which attendance is required. Travel expenses will be paid as appropriate.

We offer excellent nationally based terms and conditions of employment for this position based on NALC pay scales and the salary offered will depend on experience.

A dedicated computer and telephone will be provided for use solely for this position and expenses will be paid for all associated consumables.

To apply for the post please send an overview of your experience and resume to HR Committee at claire.collins@finchingfield-pc.gov.uk.

CLOSING DATE: 18:00 on Monday 17th August 2021.

Interviews will take place shortly thereafter.

Employment equality

The Council confirms that it aims to offer full equality of opportunity. Employees and prospective employees will not be unfairly discriminated against on grounds of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation, age, trade union membership or non-membership. Where an employee may be disadvantaged on these grounds, the Council will make every reasonable effort to rectify such disadvantage(s). Employment terms and conditions and decisions on recruitment, selection, training, promotion and dismissal will be made solely on the basis of objective criteria.