



STEEPLE PARISH COUNCIL

Salary: National Joint council salary scales – depending on qualification & Experience

Hours: 4 hours per week (17.33 per calendar month)

- Applications are invited for the posts of Clerk and Responsible Finance officer.
- The post is part time: 4 hours per week, working from home.
- Hours are generally flexible, but the meetings take place in the evening.
- Own transport is essential, for which mileage is paid.
- The salary will be paid in accordance with the National Joint Council Salary Scale rates and will reflect the applicant's skills and experience.

The clerk to the Parish Council will be the proper officer of the Council and as such will be responsible for ensuring that they comply with all their statutory and audit responsibilities: that correct procedures are followed and to advise the Council to ensure that they act within their powers.

The Clerk will be the Responsible Financial Officer for the Council, responsible for administering their accounts including paying invoices, payroll, managing budgets and completion of accounts for annual audit.

Ideally the successful candidate will be a qualified clerk, or be prepared to study for and attain the Certificate in Local Council Administration (CiLCA) qualification within the first 12 months in post and be able to demonstrate good knowledge of local government procedures, finance and law. A good working knowledge of IT systems including Microsoft Office, email and online document management is required, a monthly office allowance will be payable to cover use of your computer and printer.

Experience with online banking and accounts management is essential.

The role for the Parish includes:

- To advise the Council on all aspects of its work, to ensure it conducts its business lawfully
- To manage all Parish Council administration and correspondence
- To compile agendas in consultation with the appropriate members, and produce the minutes for meetings for approval by members and to publish on the Council website
- To ensure that the Council's obligation for risk assessment and management are properly met
- To act as representative of the council as required

Parish Clerk/RFO Advert – Steeple Parish Council 15-7-2021

- To review all Parish Council policies including Standing Orders & Financial Regulations
- To maintain Parish Council files; paper and electronic

If you have any questions or wish to apply please contact:

Steepleparishcouncil@gmail.com or call 07541 685708 and address your

application to

Cllr Kay Davey – Chairperson,

Steeple Parish Council

16 Buttercup Way,

Southminster, Essex.

CM0 7RZ

Closing date for application: **Thursday 12th August 2021**

Interview: Week beginning **6th September 2021**.

Looking to appoint no later than **6th October 2021** to allow for hand over from current Clerk.