



GLEMSFORD PARISH COUNCIL

Village Hall
Tye Green
Glemsford

Tel: 01787 282345
Email: council@glemsford-pc.gov.uk

Glemsford Parish Council

Vacancy - Clerk and Responsible Financial Officer

We are seeking to appoint an experienced and ideally CiLCA qualified Clerk to replace our clerk who is retiring. We will consider candidates who have outstanding experience of administration, clerking, and finance in a different environment, but will expect you to undertake CiLCA training.

This is a combined Clerk and RFO (Responsible Finance Officer) role, with all the usual wide range of responsibilities that these posts entail.

We are looking for someone who is well organised and self-motivated and proficient with IT. Other than Council and working group meetings (usually held twice-monthly), you will be expected to work set office hours at the Village Hall and part flexible hours. You may also be required to meet with contractors etc.

Benefits:

- 15hrs per week. Permanent part time.
- Salary as per NALC pay scales SCP 24-32 (based on experience)
- Local Government Pension Scheme
- 23 days holiday per year plus bank holidays and 2 additional (statutory days). An increase of 3 days is applied following 5yrs continuous service (pro-rata for part time staff)
- Professional ongoing training paid for by the Council.

We would like to appoint someone who:

- Has excellent communication, language and numerical skills with experience of taking minutes, financial administration, and electronic and paper-based organisation of information and paperwork.
- Is able to attend and take minutes at the monthly evening meetings of the Council on the 2nd Tuesday of the month and other evening meetings from time to time.
- Proficient in using Microsoft word, an understanding of excel and be familiar with accounts packages.

Key responsibilities:

- Preparing agendas, attending meetings, taking minutes, advising Councillors on procedural and legal matters, and progressing actions, as well as keeping policies and procedures under constant review
- Handling all incoming and outgoing correspondence and acting as the first point of contact for residents
- Managing the Council's finances; settlement of invoices, collection of income, banking, VAT reclaim, budgeting, bank reconciliations, financial monitoring and monthly reporting, preparation for internal audit and completion of year end procedures.
- Organise and manage the provision and maintenance of the Council services and assets and facilities including its open spaces and trees, the village hall, playparks, cemetery, allotments and other fixed assets.
- Coordinating and submitting responses to planning applications
- Uploading statutory information to the village website and notice boards.
- Managing and updating the Council's website
- Liaising with stakeholders such as District and County councillors

- Manage two members of staff

If you are interested in this role, then please send your CV together with covering letter explaining why you are suitable for this role to council@glemsford-pc.gov.uk . If you have further questions or would like to discuss the role before applying, then please send an email to clerk@glemsfordpc.co.uk

Closing date for applications is the 6th Dec 2024

This position is due to commence on the 2nd January 2025