

## **Applications are invited for the position of Parish Clerk/Responsible Finance Officer to Monyash Parish Council.**

The Clerk to the Council is the Proper Officer and employee of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, and in particular to serve or issue all the notices required by law.

**Requirements:** You will need to be computer literate, and competent in administration and basic book keeping. You must also demonstrate good time management, organisational and communication skills.

**Main Duties:** To ensure that legal, statutory and other provisions, governing or effecting the running of the Council are observed keeping accurate financial records, banking, invoices, payment of accounts and HMRC payments/wages etc.

Setting the council budget, liaising with the auditors, preparing the end of year accounts.

Facilitate and attend all council meetings including the preparation of the agenda, minutes and publication of notices.

To provide advice and guidance to the Council and Councillors.

To implement Council decisions and obligations.

To monitor Council policies and prepare policies for review and adoption.

To receive correspondence and documents on behalf of the Council and to deal with such items and/or bring them to the attention of the Council.

To advise of the practicability and likely effects of specific courses of action considered by the Council.

To monitor and maintain GDPR data compliance.

### **Working arrangements:**

The post is part time, working from home and will include attending evening meetings once a month (10 meetings/annum) It is envisaged that a total of up to 4 hours per week.

The Clerk is required to attend all the monthly meetings of the Council and other meetings as necessary.

**Salary:** £2081 - per annum but open to negotiation dependent on qualifications (plus expenses).

### **Qualifications**

Applicants must have:

- knowledge of the requirements of the Council and its services
- be a competent administrator with excellent IT and financial management skills, preferably with parish council experience
- be able to work on their own initiative
- supervisory skills and experience managing others
- excellent people skills, including the ability to work with Councillors, members of the public and other local authorities' staff and Members.
- Certificate in Local Council Administration (CiLCA) preferred or be willing to work towards the qualification.

To apply, please send a current CV, plus a letter of application giving full details of relevant experience, suitability for job and reasons for applying etc to:

[monyashparishclerk@gmail.com](mailto:monyashparishclerk@gmail.com) or [joscoggins@homecall.co.uk](mailto:joscoggins@homecall.co.uk) by 25<sup>th</sup> November