

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 bookkeeping. You must also demonstrate good time management, organisational and communication skills.

Main Duties:

- To ensure that legal, statutory, and other provisions, governing or affecting 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 (plus expenses) but open to negotiation dependent on qualifications.

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 or joscoggins@homecall.co.uk by 19th August 2022