



VACANCY FOR A PARISH CLERK / RESPONSIBLE FINANCE OFFICER
37 Hours per week

GRADE: LC3 Points 33 to 41 [£36,922 - £44,863] per annum, pro-rata

Overview: Brinsworth Parish Council has a fantastic opportunity for a Parish Clerk / RFO to join its friendly and community focused team. This is a permanent post for 37 hours per week. We offer an extensive range of benefits including a generous holiday entitlement and access to the NEST Pension Scheme.

The village of Brinsworth is situated near to Rotherham and Sheffield and is within easy reach of major motorway links. The Parish is home to around 10,000 residents and the Parish Councillors and office staff all work hard to make the village a welcoming place to live and visit.

Working Arrangement: Reporting to the Council, you will work 37 hours per week, split over 5 days, including some regular evening meetings and occasional weekend work. The job is office based, as the successful candidate will play a central role in linking the Parish Council to the community.

Main purpose of the Job: The Clerk / RFO is the Proper and most senior Officer to the Parish Council. The post holder will have overall responsibility for all administrative requirements in relation to Council finances, services and activities and will execute all aspects of Council business. This will include (but is not limited to) preparing agendas, minute taking, writing reports, organising events, and ensuring that all legal requirements are met within prescribed time limits. They will control and deliver all statutory obligations of the council, including its financial responsibilities.

The successful applicant will be a highly motivated and forward-thinking individual with a flexible and creative approach, who can enthusiastically lead a team, and who will promote the interests of the community by forging strong local partnerships. They will be an excellent communicator with a positive 'can-do' attitude, combined with strong commercial and financial management experience.

Requirements: The ideal candidate will have a good standard of education to GCSE level grades A – C or equivalent, a high level of literacy and numeracy, and will hold, or be studying towards the CiLCA qualification. A financial qualification would also be an advantage. The candidate will have experience as an effective team leader and will have an excellent working legal knowledge of the statutory framework concerning the management and running of a Parish Council.

Application:

- To apply, please email office@brinsworthparishcouncil.gov.uk where completed applications should also be emailed to.
- For an informal discussion about the role, please contact Mrs Gail Blank on 07963397839

Closing Date: 11th July 2022

Interview Date: To be confirmed

Brinsworth Parish Council, The Pavillion, Field View, Brinsworth, S60 5DG

Tel: 01709 916890 (option 1); **Email:** office@brinsworthparishcouncil.gov.uk;