

Clapham Cum Newby Parish Council

Vacancy for Clerk and Responsible Financial Officer

Clapham cum Newby Parish Council seeks a motivated and enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer (RFO). The post is part time (20 hours per calendar month). The work is mainly carried out from home and the hours of work are flexible except for attendance at meetings which generally take place on the fourth Tuesday of the month. There are no meetings in August and November and the December meeting usually takes place on the first or second Tuesday of that month.

Salary will be paid in accordance with National Joint Council recommendations. It is anticipated that the initial salary would be within Pay Scale Range LC1 points 7 to 12 (£10.63-£11.73 per hour).

The clerk's duties include advising the Council and ensuring that it complies with legislation and good practice, preparing agendas and minutes, compiling correspondence and ensuring that the instructions of the Council are carried out. As RFO, the Clerk manages the Council's accounts, budget, VAT reclaim, audits and its Annual Return.

The successful candidate should be able to demonstrate that they have excellent communication skills, are IT literate and have the ability to work on their own initiative. They must also be able to store Council files and papers at their home. A laptop will be provided. Expenses for working from home and a NEST pension are available.

Prior relevant experience in local council administration is an advantage but training will be given to the successful candidate as required.

To apply please submit a covering letter and CV to the current clerk and RFO: Nigel Harrison by post at 3, The Beeches, Clapham LA2 8DT or by email: njhar1957@gmail.com

Closing date for applications is midnight, Tuesday 6th September, 2022. Interviews will be held on the evening of Tuesday the 27th of September 2022. The post will commence on the 1st of November, 2022.