

## **Sherburn in Elmet Parish Council is seeking a part-time Financial Officer (RFO) with Clerk duties (up to 20 Hours per week)**

Salary scale NJC Scale LC2 (27-32) £31,895 to £36,371 pro rata dependent on qualifications and experience.

Based in the Eversley Park Centre, Sherburn in Elmet Parish Council is an active council that seeks a dedicated and experienced Responsible Financial Officer to join the team. Sherburn in Elmet is a large village with 6500 electors and almost 4000 homes. The precept requirement for 2022/23 is £189,000 and you will have lead staff responsibility for managing this budget encompassing an array of parish projects to improve the quality of provision and services within the parish.

Your role will be to record the Council's finances, prepare monthly finance reports, advise on expenditure, monitor budgets, using the council's finance system (Rialtas Business Solutions) and prepare end of year accounts for both the internal and external auditors.

Experience across tender processes, funding applications and project management will also be beneficial.

Your application will be able to demonstrate the following key skills and experience:

- Proven experience of and/or qualifications in financial management: accounting or an AAT qualification in Business finance or proven QBE in a similar finance position.
- Excellent administrative procedures, together with a use of a wide range of computer packages including Word and Excel, and Office 365, training will be provided on Rialtas computer software if needed.
- Your excellent communication skills will be used threefold: to councillors, to the public and to community groups: You will have the ability to discuss and present finances in a clear and professional manner at all levels across the council, as well as the ability to meet and greet the public during opening hours and offer support or answer questions they or community groups may have.
- A working knowledge of local government law and procedures or be able to demonstrate you have the potential and willingness to learn with training.
- The ability to work as part of a small team of 3 office staff.

### **Further Information**

- The hours of employment would usually be carried out in the office, but the demands of the role will require some flexibility in terms of working patterns.
- During your tenure the successful applicant is required to attend two evening meetings per month. You will be required to present the monthly figures at both and have the ability to take minutes at the finance meeting. In some instances, you may be required to 'clerk' other meetings as and when required.
- The council are seeking someone with professional experience, ideally with a background in the local government sector, either as a Parish Clerk, Deputy Clerk or RFO. There will be an expectation that the successful applicant will be able to adapt and provide capacity to the Clerk at certain times in the municipal year where work loads dictate.

- The council are seeking someone with experience in small to medium project management including preparing project briefs, tender processes, accessing quotes etc.

### **Additional Employee Benefits**

- Industry recognised NEST pension opt out scheme
- 21 days annual leave pro rata plus bank holidays and 2 extra days
- Free parking
- Free refreshments
- Easy access to shops and surrounding park

**The closing date for receipt of applications is noon, on Monday 11 April 2022**

Interviews week commencing 18 April 2022

To apply for the post, please download the documents from the vacancies page on our website [www.sherburninemet-pc.gov.uk](http://www.sherburninemet-pc.gov.uk)

If you wish to discuss the post or would like a pack emailing, please contact the Clerk Nicola Smith on 01977 681024 or e-mail [clerk@sherburninemet-pc.gov.uk](mailto:clerk@sherburninemet-pc.gov.uk)