



VACANCY FOR CLERK TO THE PARISH COUNCIL / RESPONSIBLE FINANCE OFFICER

25 hours per week subject to review after 6 months

Salary: National Joint Council Payscale, SPC 24 (£29,174) – SCP 28 (£32,798) pro rata

Overview: The village of Thurcroft is situated close to Rotherham & Sheffield with easy access to major motorway links & the Parish Council area is made up of Thurcroft, Brampton-en-le-Morthen and Laughton Common. Due to the retirement of our current Postholder, who has served for over 30 years, Thurcroft Parish Council are now seeking an experienced, highly motivated, enthusiastic & flexible person to take over the role of Clerk To The Parish Council & Responsible Financial Officer. The Clerk / RFO is the Proper and most Senior Officer to the Parish Council.

Working Arrangement: This is a part-time position, working mainly from home with flexible hours except for attendance at Parish Council meetings, occasional committee meetings and other informal meetings throughout the Parish on Council business. Full Council meetings are normally held 10 times per year on the last Thursday of the month at 18.30 hrs in The Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, S66 9AA.

Main purpose of the job:

The main body of work entails (but is not limited to) advising The Council, which requires an excellent working knowledge of the relevant parish legislation; arranging Parish Council meetings, preparing agendas and writing reports; dealing with correspondence and ensuring the instructions of the council are carried out; attending Parish Council meetings, taking minutes and helping to administer the functions of the council. In addition, the post holder will also be The Responsible Financial Officer to the Council who will be required to manage the council's income & expenditure, complete VAT returns as required and be responsible for Annual Audit procedures.

Requirements:

Preference will be given to appropriately qualified applicants including those in possession of relevant professional qualifications; have high levels of numeracy & literacy; be an effective team leader; possess excellent working legal knowledge of the statutory framework with regard to the management & running of a Parish Council; be able to use spreadsheets, email & office software and have the ability to work on their own initiative. The successful applicant must be able to store Council equipment & files at their home in accordance with GDPR Regulations. A laptop will be provided.

An application pack is available from Councillor Elizabeth Humphries on elizabethhmhumphreys@icloud.com please submit all completed forms to this email address.

Closing date: 22nd July 2022

Interview date: To be confirmed