

Clerk and Responsible Financial Officer for Treeton Parish Council.

Salary scale NJC terms & conditions at a spot point within SCPs 24-28 (£17.16-£19.05 per hour), depending upon experience and qualifications, plus NEST Pension Scheme.

10 hours a week (annualised) which includes at least one evening meeting per month, working from home and with a base in the village to provide a regular presence in Treeton.

Treeton Parish Council is looking to appoint a Clerk and Responsible Financial Officer with enthusiasm and drive to work as part of our team of Parish Councillors and one further part time staff member to build on our work over the last few years and take us forward in further engagement with and continued improvements for our residents.

The successful candidate will have experience and knowledge of the public sector, be able to undertake a wide range of administrative work for the Parish Council and have experience in setting and managing budgets, record keeping, producing monthly financial reports and annual accounts. They will possess excellent organisational skills with an attention to detail to manage a varied and demanding but interesting workload.

The post is home based however there is a requirement to attend at least one evening meeting a month and to also have a regular presence in the Parish during the working day and is an excellent opportunity for someone who wishes to work from home yet become involved with the life of a small village community

As Clerk the post holder will manage a staff member and deliver the day-to-day work of the Parish Council, working closely with Parish Councillors to plan and implement their aims and objectives for the Parish. As Responsible Financial Officer you will be manage all aspects of the Parish Council's accounts and budget.

Although an appropriate qualification would be preferred, extensive relevant experience will be considered in lieu alongside a commitment to study for the Certificate in Local Council Administration (CILCA) qualification.

The ideal applicant would have varied and extensive financial and administrative experience, good IT skills and knowledge of HMRC Payroll and of Rialtas Accounting software alongside an understanding of local government and be able to demonstrate self-motivation and an enthusiasm for working with residents of a village community.

Please contact the Clerk to the Council by email treetonpc@aol.com to request further details and to where all application forms should be submitted

Closing date Friday 8th March 2024 Interviews 21st March 2024