

Clerk / Responsible Financial Officer – Stockland Parish Council (East Devon)

Location: Based primarily at home. Council meetings occur at Stockland Victory Hall. Occasionally there may be a requirement to attend meetings or perform duties at other locations, both inside and outside Stockland parish.

Date: July 2024 onwards.

Working Hours: 35 hours per month, plus any necessary overtime (upon approval from the Finance and Staff Committee). Must be available for Council meetings, which primarily occur on weekday evenings.

Salary scale: Depending upon qualifications and experience, in accordance with the most recent pay agreement of the National Joint Council for Local Government Services.

Key responsibilities and duties:

- To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
- To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
- To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
- To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees and prepare minutes for approval.
- To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked.
- As Responsible Financial Officer, to be responsible for all financial records of the Council and the careful administration of its finances.
- To ensure that Council's budget is prepared, accounts are balanced, invoices are paid and records are prepared for audit purposes and VAT.
- To provide general advice to the Council on the budget preparation process and ensure that all Management Reports are presented to the Council and the statutory External Audit requirements are completed each year.
- To correspond and produce documents on behalf of the Council.
- To be responsible for the management, maintenance and use of all the Council's properties and facilities.
- To work to improve, develop and up-date the Council's website.
- To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.

Key requirements

- Experience in an administrative role with project management skills.
- Knowledge and experience of accounting and financial planning.
- Knowledge of local government responsibilities, system and procedures.
- Good team-worker with excellent communication skills.
- Flexible, proactive and self-motivated.
- IT literate, with sound working knowledge of MS Office, Excel and Windows packages.
- Must hold the Certificate in Local Council Administration, or be prepared to work towards obtaining it on appointment within 1 year of commencement.

How to apply: Please email a cover letter and CV to the Chair of the Stockland Parish Council at richard.switzer@stocklandpc.org.uk

For further information: Please email richard.switzer@stocklandpc.org.uk

Closing date: Friday 12th July 2024