

Maisemore Parish Council (Tewkesbury Borough)

Vacancy: Clerk and Responsible Financial Officer to Maisemore Parish Council.

Effective from 1st January 2018.

Maisemore Parish Council is seeking a successor to the Clerk & RFO, who is, leaving due to taking up a full time post elsewhere. The Parish Council comprises 5 councillors and serves a small parish of just under 400 electors. We have an energetic approach to our community's life and its issues and, as such, we are seeking a Clerk who will display similar enthusiasm, flexibility and initiative.

The successful candidate will:

- ensure that statutory and other provisions governing or affecting the running of the Council are observed; ensure that Council's obligations for risk assessment are properly met.
- be required to attend regular Council meetings (6 per year), the Annual Parish Meeting and any special meetings which become necessary; produce agendas (in conjunction with the Chairman and appropriate members) and minutes.
- implement the decisions made by the Council.
- deal with all communication with the Parish Council (mail, e-mail, telephone, verbal) and maintain appropriate records; issue correspondence as a result of instructions of, or the known policy of, the Council.
- act as the representative of the Council as required, including attendance at external meetings, conferences or seminars.
- update the Council's web site (<http://www.maisemore-pc.org.uk>) in conjunction with the Chairman and appropriate members.
- be involved with the Chairman and Council members as appropriate in the Council's public relations activities, including preparation of press release material.
- be the Council's Responsible Financial Officer and manage all financial transactions, including council insurance, salaries, payments, bank accounts; keep proper records of account and produce annual accounts in preparation for audit; manage the audit process; prepare regular financial reports for the Council; maintain register of Council assets and Transparency Code information.
- be expected to attend appropriate training courses, at the Parish Council's expense.

In addition to instances mentioned specifically above, general support is given by councillors.

The successful candidate will be computer literate, have a good command of the English language, be competent in accounting processes and figure work and will work from home. Ideally, the candidate will have the CiLCA qualification, or be willing to work towards qualification following appointment.

The contract, which will be subject to a three-month probationary period, will be for a basic 4 hours per week on the national salary scale SCP 17 - 21 (£9.24 to £10.47/hour). Starting salary level will be agreed in accordance with the candidate's abilities and experience. This role requires flexibility to handle the varying workload demands. As such, the successful candidate will be required to work additional hours when the Council's caseload or projects necessitate.

Where appropriate, an allowance will be paid for use of own office equipment and other office expenses. Mileage allowance for use of own car will be paid at the rate recommended by the National Joint Council for Local Government Services.

To apply, please e-mail the Chair of the Council, Andrew Cooley (andrew.cooley@maisemore-pc.org.uk) attaching your CV, which should include all relevant experience and qualifications, by Friday 1st December 2017. Interviews will take place during the following 2 weeks.