

Sparsholt Parish Council – Vacancy for Clerk and Responsible Financial Officer

This is a part-time post with working hours varying from week to week but averaging around 10 hours per week. Working from home the position requires attendance at ten evening meetings per year, and at other meetings arranged as necessary throughout the year.

Overall Responsibilities

The Clerk to Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Qualifications

Applicants should possess excellent administrative, organisational and IT skills together with bookkeeping experience. Previous experience working as a Parish Clerk and/or knowledge of local government, would be helpful.

Salary

Salary will be based upon the National Association of Local Council's salary scales, depending on qualifications and experience.

A laptop is provided.

Closing date

Please send your curriculum vitae and a covering letter by Friday 28th February to clerk@sparsholtparish.org

For more information and to view a full job description and person specification, please visit the Sparsholt Parish Council website at www.sparsholtparish.org and/or call Jill Judge on 01962 776233 or email clerk@sparsholtparish.org.

Please note that the current post holder is also Clerk and RFO to Crawley Parish Council and applicants may wish to apply for both posts in these adjacent parishes.