

Billingsley Parish Council

serving Billingsley, Deuxhill, Glazeley and Middleton Scriven
Appointment of Clerk/Responsible Finance Officer

A vacancy has arisen for a Clerk/Responsible Finance Officer to commence as soon as possible.

For this varied position, candidates must be computer literate and have internet access. Candidates should have experience of following administrative and/or financial procedures. Candidates should ideally have previous experience of working as a Parish Clerk and/or have knowledge of local government, although training can be provided. Candidates should be prepared to undertake continued development training throughout their period of employment and be willing to study for the Certificate in Local Councils Administration if required.

The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors and local government officials, managing accounts and the financial obligations of the Council, organising audits and administration of the Parish Council website and publicity. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

The salary is based on 5 hours per week and will be calculated according to the National Joint Council for Local Government Services (NJC) rates dependent upon qualifications and/or experience but will be within the range SCP 5-16 (£11.24–£13.45 per hour, pay award pending), with mileage reclaimable at 0.45 ppm.

Attendance is required at the Parish Council Meetings held in Chetton Village Hall at 7 pm on the first Wednesday of the month every other month. Other extraordinary meetings may be arranged as necessary throughout the year.

For a full job description and more information about the role, or to apply by sending a CV and cover letter, please contact the Chair, Cllr Andrew Jones: chair@billingsley-pc.gov.uk