

Elm Parish Council

Wish to appoint a

Parish Clerk and Responsible Financial Officer (RFO)

SCP 24-28, £34,314 - £37,938 pro rata

dependant on experience and qualifications + Pension Scheme

Variable - up to 25 hours per week

The Council is looking for someone with management experience preferably in Local Government, strong financial management skills and who has a keen interest in the needs of Elm Parish (including the villages of Elm, Friday Bridge and Coldham and, the hamlets of Rings End and Collett's Bridge) and what the Council can do for it.

Because of the nature of the work, we expect the person we appoint to work flexibly for up to 25 hours per week. The actual hours of work will be subject to agreement on appointment.

The successful applicant must be willing to work in a flexible and supportive manner with the Council as its Proper Officer and Chief Adviser. They must be able to demonstrate a good understanding of local government procedures, finance and law. This is a varied role where they will be responsible to the Council for all aspects of finance and administration, providing appropriate advice and implementing decisions.

A full Job Description and Person Specification is available from Elm Parish Council.

In short; for an applicant to be successful; it is essential the person we appoint is:

- Qualified and holds the CiLCA qualification.
- Self-confident in managing their relationships with people at all levels, including other members of Staff.
- Able to work independently and effectively & to manage a complex and diverse range of work.
- Able to attend evening meetings of the Council as and when required.
- Confident in dealing with Council correspondence, prioritising and briefing Councillors.
- Able to organise and take minutes for Council meetings.
- Capable of ensuring that the Parish Council meets its statutory duties in all aspects of its activities as a provider of services to its community and as an employer.
- Capable of researching and confirming that the Parish Council is compliant with its legal obligations and responsibilities.
- Competent in dealing with financial matters such as; orders, payments, budget setting and VAT in an organised manner and keeping good records for audit purposes.
- Ideally, experienced in Cemetery Management or willing to undertake the necessary training.

Applications to be by Application form only, which should be sent by e-mail to:
clerk@elm-pc.org.uk (or for any questions on the role or the recruitment process).

The closing date is Friday 3rd January 2025 at 23:59.

Interviews will be held w/c 13th January 2025.

Elm Parish Council is committed to equal opportunities.