



**Applications are invited for the post of
PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER**

Approx 12.5 hours per week

OR

**Clerk / RFO: Approx 5 hours per Week
Administrative Assistant: Approx 10 Hours per Week**

Rooksdown Parish Council is seeking to employ a Clerk & Responsible Financial Officer for 12.5 hours per week initially. The role currently includes attending and taking minutes at the Council's monthly meeting; managing the finances of, and payments made by, the Council; updating Council policies where required and ensuring the Council fulfils all its legal, financial and other duties. In the coming months the role will expand to include management of the Council's new allotments, and potential roles in the management of a new community building and skate park. The Clerk will be expected to liaise regularly with the Chair, and attend meetings of any working groups set up by the Council.

The successful applicant will have a pro-active approach to fulfilling the role and excellent interpersonal skills. Outstanding administrative, communication (both written and oral), minute taking, and IT (word/excel/email/database) competencies are also desirable along with good financial and book keeping skills. Ideally applicants should also be familiar with local government law and procedures, and finance, and it is highly desirable that they have relevant qualifications (CiLCA) or the willingness to work towards achieving them.

The Council operates a flexi time system rather than fixed working times each week. The Council holds up to 12 monthly meetings and other occasional meetings during the year. The hours required may fluctuate during busy periods and any applicant is expected to be willing to accommodate this within reasonable limits and/or capabilities.

Transport is required as, although most of the work can be completed from home, attendance at meetings and other duties will require it. Some evening and out of hours work is also required.

Salary will depend on experience and qualifications but is anticipated to be £12 to £15 per hour. Training will be offered where appropriate.

If the successful applicant is only able to undertake the smaller Clerk role of 5 hours per week, then the Council will seek to employ an administrative assistant to work alongside them. The Clerk would be expected to manage the assistant and their work to enable all functions of the Council to continue operating smoothly.

If interested, please apply with your CV to:

Cllr Paul Mahoney, Chairman - Rooksdown Parish Council,
c/o Rooksdown Community Centre, Park Prewett Road, Basingstoke RG24 9XA:

Telephone No 07973 826003 or e-mail cllr.paul.mahoney@rooksdn.org.uk

Applications should be returned by Friday, 29th September 2017

Interviews will be held in early October 2017

Anticipated start date - Late October

For more information on the Parish Council please visit our website:

<http://www.rooksdn.org.uk>