



**We are recruiting!!**

**Job Title: Clerk and Responsible Financial Officer.**

**Vacancy from: Immediate start**

**Hours: 12 hours per week on average**

**Salary: Hourly rate, depending on qualifications and experience**

**A Parish Clerk is an employee who supports the Parish Council, which is made up of elected volunteers. The role is responsible for taking actions to progress the decisions of the Rooksdown Parish Council, as well as advising the Council to support them to make the right decisions on issues affecting Rooksdown, an urban parish. The Clerk is also the Responsible Financial Officer which means they are responsible for the administration of the financial affairs of the Parish Council.**

Rooksdown Parish Council is made up of a great group of people with a wide variety of talents and skills who work hard to make Rooksdown a great place to live. We meet on the 4<sup>th</sup> Monday of the month, and work throughout the month advising and helping to run Rooksdown Community. The parish is responsible for over 3,700 electors and is growing. The Parish Council work on projects and activities including the allotments, the development of the Main Hall which is intended to become a community asset, and issues raised by residents. We are looking for a Parish Clerk and Responsible Financial Officer to work alongside us on these and other projects.

The Parish Council encourages applications from local residents, including where applicants do not have prior experience. This would be a great opportunity for someone who would like to contribute to Rooksdown and develop their professional skills in a flexible and responsive team. Training and support will be provided to support the right candidate.

More information can be found on the Council's website <https://rooksdwn.org.uk/>

### **Role & Responsibilities**

- Overall administration of the Parish Council's business – preparation of agendas and papers for Council Meetings, taking and production of accurate minutes, dealing with correspondence, and implementing the Council's resolutions from monthly meetings. No prior experience is required, and support and training will be provided.
- Advising Councillors regarding legal and good practice requirements, and in particular producing all the information required for making effective decisions and to implement constructively all decisions. No prior experience is required, as support and training will be provided.
- Updating policies and procedures in line with current legislation and following advice from advisory bodies to the sector. Support will be provided.

- Maintenance of accurate and up-to-date financial records of the Parish Council– placing orders, preparing invoices for payment, receiving and banking income and liaising with Internal and External Auditors and processing payroll. Training will be provided.
- Prepare annual accounts, budgets and other annual or ad hoc requirements for the Council including maintaining adequate insurance cover. Preparing risk assessments where they are needed - for example, related to Covid restrictions where such restrictions affect the operation of the Council.
- Being the link between the Parish Council and the Borough Council and other key stakeholders where appropriate.
- Building positive and productive relationships with the Borough Council, residents and other stakeholders.
- Be under a statutory duty to carry out all of the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. Training will be provided.
- Update the Council's website.
- Dealing with correspondence by e-mail and post in a timely manner.

### **Key requirements of the successful candidates**

You will have strong organisational skills, including attention to detail, managing projects efficiently with little supervision, and working under your own initiative. Experience in managing financial information such as accounts and budgets is strongly preferable.

You must have excellent communication and interpersonal skills, with experience in building positive relationships with a variety of stakeholders including customers, peers and senior colleagues.

Working in local government means working with a variety of different contacts and taking responsibility for the progression of projects, as often your contacts may be working on many things for many councils and will not have the same priorities as you. You are likely to need to diarise follow ups, ensuring that emails or telephone calls are pursued so that the Council can be updated regularly at every monthly meeting. An interest in local government is required, and experience of working with local government is desirable.

You will already hold the Certificate in Local Council Administration (CiLCA) or be prepared to qualify within the first year of your employment. If not already qualified, Rooksdown Parish Council will support you including by paying for the cost of training courses which are deemed by the Council to be necessary for the performance of your role.

Attendance at evening meetings will be a requirement; the Parish Council has at least one evening meeting a month, usually the 4th Monday of the month. Committee and working group meetings are held as and when required, including sometimes in the evenings. Reasonable notice will be given of any meeting to which you are required to attend.

You will be able to work flexibly, including at an office at the Rooksdown Community Centre, or at home, so long as the responsibilities of the role are performed satisfactorily.

You will be entitled to 67.2 hours annual leave per calendar year plus statutory public holidays. You will also be able to join a workplace pension scheme.

If you have questions or would like to discuss this role, please contact [cllr.jessica.lewis-dalgarno@rooksdn.org.uk](mailto:cllr.jessica.lewis-dalgarno@rooksdn.org.uk) to discuss. If you prefer to speak on the telephone, please email the same address with your name and telephone number, and Cllr Lewis-Dalgarno will call you back.

To apply for this role, please fill in the application form which can be found on the Rooksdown Parish Council website, and send it to [cllr.jessica.lewis-dalgarno@rooksdn.org.uk](mailto:cllr.jessica.lewis-dalgarno@rooksdn.org.uk)

The closing date for applications is Monday 20 December.

Interviews will be held at the earliest opportunity after the closing date. The role is currently vacant as the previous clerk has already moved to a new role, and the Parish Council would like to start the New Year with the successful applicant in post.

We look forward to hearing from you.