



EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

Job Opportunity for Parish Clerk and Responsible Financial Officer 12 month temporary position

The post is part time and the successful applicant will be required to work 20 hours per week, with flexible working pattern to include Monday, Wednesday and Friday mornings and approx. 2-3 evenings per month.

Salary Scale will be on the NJC SCP scale, which will be dependent on experience.

East Donyland Parish Council is looking to appoint a good administrator who enjoys working independently to take on the role of Parish Clerk and Responsible Financial Officer (RFO) including the administration of its finances.

The Clerk will act as the Proper Officer and ensure that the Council conducts its business properly and in line with its statutory obligations. The Clerk will be the key figure in working closely with Parish Councillors, Borough Ward Councillors, contractors and suppliers and members of the public.

Candidates should ideally have experience of Local Government and/or committee work (e.g. agenda preparation, minute taking), implementation of Council policies, the provision of advice and guidance on statutory and legislative matters and providing financial support, including the adherence to the Parish Council's Financial Regulations. It would be an advantage if the applicant holds the CiLCA qualification, and all applicants should be willing to attend training at EALC offices.

East Donyland Parish Council has nine seats on the council and meets monthly on the second Thursday of every month, with two bi-monthly committees for Maintenance and Finance & Personnel.

The responsibilities of the position will include:

- Preparing agendas and meeting minutes and servicing meetings and committees as required
- Advising Councillors on matters relating to council business
- Preparing and handling correspondence on behalf of the council
- Handling questions and queries from members of the public and helping to resolve local issues
- Financial Management such as the monitoring and balancing of the council's accounts and the preparation of records for audit purposes and VAT, using the Rialtas software package. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met
- Ensuring that statutory and other provisions affecting the running of the council are observed and being accountable to the council for the management of all its resources
- To advise on and assist in the formulation of overall policies



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The successful candidate should be able to demonstrate:

Essential/Desirable

- Highly effective interpersonal skills E
- A sound understanding of the needs and issues of the community in Rowhedge D
- The ability to take full responsibility for management of the Council's financial affairs E
- Good working knowledge of IT skills and be a strong and effective communicator E
- Good administration capability E
- An awareness of local government structure and procedures D
- Previous experience of formal committee work D

To apply for this post or to discuss the vacancy in more detail please contact Nicki Matthews, Clerk, East Donyland Parish Council at:

Telephone: 01206 279200

Email: info@eastdonylandpc.co.uk

If you are applying please include your full CV.

Closing date for applications – 12pm Mon 11th September