

Vacancy for Clerk and Responsible Financial Officer **Finningley Parish Council**

Finningley Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The parish council Clerk is the 'engine' of an effective parish council. He or she is its principal executive and adviser and, for the majority of smaller parish councils, such as in Finningley, is the officer responsible for the administration of its financial affairs.

The Clerk is required to give clear guidance to Councillors, including the Chair, before decisions are reached, even when that guidance may be unpalatable. The Clerk has a key role in advising the council, and Councillors, on governance, ethical and procedural matters. They must also liaise with the Monitoring Officer at the district/unitary council on ethical issues and the Councillors' Register of Interests.

The post is part time, 9 hours per week, but is subject to change depending on Council commitments. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary is in accordance with National Joint Council recommendations; pay scale LC 2 points 18 to 23 (£12.64-£14.03 per hour), starting salary will be dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and have their own computer. Must be able to store Council equipment and files at your home address and attendance at the Council meetings monthly, on the 3rd Tuesday each month is a requirement.

Duties will include:- acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council.

Prior relevant experience is an advantage but training in all aspects of local government administration, and there is a requirement that a qualification leading to the Certificate in Local Council Administration will be obtained within 2 years of taking up the post for which additional hours will be paid as required.

Applications by email to rob_castle@hotmail.com with a short resume of experience and skills. A job description is available from the current clerk (Julie Eshelby) via email:- finningleypc@yahoo.com

Chairman Finningley Parish
E-mail: rob_castle@hotmail.com

Closing date for applications: 20th August 2021

Interviews will take place in September 2021 and will follow any government advice in relation to Covid-19 at that time.