

Bucknell Parish Council Clerk/Responsible Financial Officer

Location: home-based

Hours: 5-7.5 per week

Salary: NJC Scale LC1, scale points 7 to 17 (£10.63 to £12.95 per hour), depending upon experience, CiLCA qualification and transferable skills

Job Description: The Clerk provides administrative and clerical support to the Council and, as the Responsible Finance Officer*, is required to manage the Council's finances. Duties include:

Clerk:

- Managing parish council meetings, including agenda preparation, taking and distributing minutes and working with councillors to ensure that outcomes are actioned
- Ensuring that planning applications are considered and responses submitted in timely fashion to Cherwell District Council
- Dealing with correspondence and enquiries
- Liaison with contractors and other service providers
- Managing Parish asset register and maintenance of assets as required including annual inspection.
- Liaison with other village committees and association as required.
- Updating the village website with meeting agendas and minutes, news and required financial and governance-related information.
- Other duties as and when required.

Responsible Finance Officer *

Managing the Parish Council's finances, including preparation of accounts and reconciliations, payroll and PAYE, payment of invoices, banking, end of year accounts, submission of accounts for external audit, VAT reclaim, preparing the annual budget and requesting the precept

* For the right candidate as Clerk it would be possible to split out the role of Responsible Financial Officer

Qualities

You will be required to attend the bi-monthly parish council meeting, which usually takes place on the second Monday of that month, and extra ordinary meetings as required. You must have some administrative experience and in the role of Responsible Financial Officer be able to maintain accurate financial records using excel. You will also be comfortable using various online portals, such as Cherwell planning portal, online banking and OALC* resources (Oxfordshire Association of Local Councils). Candidates must possess a high standard of oral and written communication skills, be computer literate and proficient in the use of Microsoft Office software (particularly Word and Excel), be capable of working independently and using your initiative, and be able to deal with a range of issues.

Previous experience in local government at any level will be helpful but is by no means essential.