

Goodworth Clatford Parish Council - Vacancy for Clerk / RFO

Goodworth Clatford Parish Council is seeking to recruit a Parish Clerk and Responsible Financial Officer to take over from the current appointee, who is retiring after 13 years with the council. The role is remote but we are seeking someone who lives locally with an interest in the local community and there is the requirement to meet in the village every other month as a minimum with other meetings as required. This is a part-time appointment working 52 hours per month with flexibility to vary hours to accommodate varied work projects and priorities.

The Clerk to the Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk will be expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will also be responsible for managing various contractors and projects as they arise.

Skills required include the ability to effectively utilise a range of IT-based resources and bookkeeping experience necessary. Previous local government experience and ability to update website and use social media is desirable. Excellent interpersonal and communication skills, both verbal and written.

Salary based on NJC salary. Range of salary LC1 (£10.44 - £11.53/hour), depending on experience and qualifications.

The application form and the job description are available on request from the Clerk at e-mail: clerk2gcpc@clara.co.uk

Closing date is 27th August 2021.