

Stadhampton Parish Council
Clerk/Responsible Financial Officer

Location: home-based

Hours: 12 per week

Salary: NJC Scale LC1, scale points 7 to 19 (£13.69 to £16.62 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 South Oxfordshire District Council
- Dealing with correspondence and enquiries
- Liaison with contractors and other service providers
- Arranging the maintenance of the Village Green, trees and other village assets routinely and as required
- Liaison with the allotment officer and the Sports Pavilion Management Committee
- 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

Qualities

You will be required to attend the monthly parish council meeting, which usually takes place on the third Monday of each month. You must have some administrative experience and in the role of Responsible Financial Officer be able to maintain accurate financial records using the Council's accounts software, Scribe and online banking. 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.

Please contact the Chairman cllrfitzgerald@stadhampton-pc.gov.uk or the outgoing clerk if you have any questions otherwise if you wish to apply for the post please send a covering letter with a complete and current CV to clerk@stadhampton-pc.gov.uk