



St Georges & Priorslee Parish Council

Appointment of Clerk/Responsible Finance Office

St Georges & Priorslee Parish Council is seeking to appoint a motivated, dynamic and forward-thinking individual to the role of parish clerk. This is a varied and interesting role within Local Government requiring excellent communication skills, a 'can do' attitude and a broad range of skills.

The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, project management skills, liaising with contractors and local government officials, managing of accounts to include keeping of cash book, bank reconciliations, preparing budgets, VAT returns, PAYE, organising audits and the administration of the Parish Council website. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

The salary is based on 24 hours per week and is calculated according to the National Joint Council rates dependent upon qualifications and/or experience but will be within the range SCP 28 (£16.31 hourly rate), with mileage reclaimable at 0.45 ppm. Candidates will be expected to have Local Government experience and holding the Certificate in Local Council Administration (CiLCA) is desirable but not essential. However, the successful candidate will be expected to study and obtain the CiLCA qualification within 18 months of appointment. The professional development of staff is supported and funded by the parish council

Attendance is required at evening meetings including the Parish Council Meetings held in the Parish Centre once a month. Other extraordinary or Committee meetings may be arranged as necessary throughout the year.

For further details (or an application form) please contact:

clerk@stgeorgesandpriorslee-pc.gov.uk

or telephone the parish office on: 01952 567700.

Applicants are welcome to visit the parish office, by appointment with the Clerk.

Closing date for applications: 23rd January 2020

Interviews will be held week commencing 10th February 2020