



21<sup>st</sup> October 2014

## **ROLLESTON ON DOVE PARISH COUNCIL**

### **CLERK & RESPONSIBLE FINANCIAL OFFICER**

The Parish Council is seeking to appoint a new Clerk and Responsible Financial Officer, on the departure of the current post holder. The post will be available from December 2014.

The Council is seeking an enthusiastic person with experience in administration, with good communication skills. Some evening work is required, and knowledge of servicing meetings and carrying out resulting actions will be needed. Good IT skills and sound financial accounting experience is essential.

The Clerk organises and attends monthly Parish Council meetings which are held in the evening, currently on the second Monday of each month. The post holder is responsible for the preparation of the agenda and minutes and handling correspondence. In addition, as the Responsible Financial Officer, the Clerk is required to prepare the annual budget, arrange the payment of accounts, monitor and balance the Council's accounts and prepare records for audit purposes and VAT. The Council also has contracts for services for the maintenance of public areas and a lengthman's agreement with Staffordshire County Council.

Applicants should have experience of committee work, minute-taking and keeping financial records. The successful candidate will also have experience of successfully working to deadlines and of organising a varied workload, have excellent written and oral communication and good IT skills, be able to liaise with contractors and outside bodies. An interest in community matters is essential and experience of local authority administration would be a major advantage.

Applicants should be able to work flexibly to respond to issues as they arise and should live within easy travelling distance of the village.

The post is part-time at 16 hours per week and the conditions of employment and remuneration are based upon the National Association of Local Council's salary recommendations, dependent on qualifications and experience. There is no office provided, and you are expected to work from home, but the Council will supply computing and printing facilities, together with Council files, which you will need space to store.

To obtain a job description, please contact the existing Clerk, Heidi Light, on 01283 812538 or email [rollestonpc@btinternet.com](mailto:rollestonpc@btinternet.com). Applications should be in the form of a CV, detailing all relevant employment, qualifications and experience, with an accompanying letter. All applications should be emailed to Heidi Light: [rollestonpc@btinternet.com](mailto:rollestonpc@btinternet.com). Closing date for applications Friday 7th November and Interviews will take place week commencing 17th November.