

Job Title: Parish Clerk and Responsible Financial Officer

Location: Carsington & Hopton Parish Council

Hours: 18 hours per month

Salary: SCP salary scale 7-12 (LC1) £12.63 to £13.73 per hour

About Us: Carsington & Hopton Parish Council is a dynamic and proactive team dedicated to serving the local community. With a strong sense of ambition for the village, we are committed to making a positive difference in the lives of our residents. We value collaboration, innovation, and inclusivity, and we are seeking a passionate individual to join our team as Parish Clerk and Responsible Financial Officer.

Responsibilities:

- Act as the principal point of contact for the Parish Council, providing administrative support and advice to councillors.
- Organize and attend Parish Council meetings, including preparing agendas, taking minutes, and implementing decisions.
- Manage the Council's finances efficiently and responsibly, including budgeting, accounting, and financial reporting.
- Ensure compliance with legal and regulatory requirements, including the preparation of statutory documents and submissions.
- Facilitate effective communication between the Parish Council, residents, and external stakeholders.
- Undertake any other duties as required to support the effective functioning of the Parish Council.

Requirements:

- Strong organizational and administrative skills, with excellent attention to detail.
- Ability to work independently and prioritize tasks effectively.
- Good communication skills, both written and verbal, with the ability to engage with a diverse range of stakeholders.
- Experience in financial management, budgeting, and accounting would be advantageous.
- Knowledge of local government procedures and legislation is desirable.
- A commitment to promoting the interests of the local community and contributing to its development.

Benefits:

- Opportunity to make a meaningful impact on the local community.

- Supportive and collaborative working environment within a proactive team.
- Flexible working hours to accommodate personal commitments.
- Competitive hourly rate.
- An allowance to offset home working costs is also payable.

If you are passionate about serving the community and have the skills and experience to excel in this role, we would love to hear from you. Please submit your CV and a covering letter outlining your suitability for the position by email to clerk@carsingtonhopton-pc.gov.uk

For an informal discussion about the role applicants are welcome to contact the Parish Council Chair, Councillor Ruth Miles, on 07887 750878.

Deadline for applications: 5pm on Friday 31 May 2024.

Carsington & Hopton Parish Council is an equal opportunities employer and welcomes applications from all sections of the community.