

Clerk and Responsible Financial Officer to Repton Parish Council.

A vacancy has arisen for a Clerk and Responsible Financial Officer to Repton Parish Council and applications are invited.

The Clerk is the Proper Officer to the Parish Council and administrative responsibilities include:

Attendance at meetings - held on the second Monday of the month at 7.30p.m.

The preparation of meeting agendas, and the taking of minutes of Parish Council meetings.

Keeping accurate financial records, banking, invoices, and payment of accounts.

Setting the council's budget, liaising with auditors, and preparing end of year accounts.

Acting on the decisions and resolutions taken at council meetings.

Dealing with correspondence from Councillors, members of the public and external organisations.

Maintaining and updating the council's policies, procedures and risk assessments.

Preparing information for the Parish Magazine.

Applicants should have:

- Good communication skills both written and verbal.
- Good IT skills including website maintenance
- An understanding of basic accounting processes.
- An ability to understand and interpret local government law.
- Ability to work on their own.
- A relevant qualification (CiLCA) or the willingness to work towards achieving this.
- Knowledge of the area would also be an advantage.

The Clerk will be required to work some hours from the Parish Council Office in Repton, which at present, is up some steep stairs, and some from home. A computer, printer/scanner will be provided.

The council would require the successful candidate to work some set hours to cover meetings and the total hours will be 12 hours per week. The council holds 11 council meetings per year and there may be some committee meetings to attend. Repton Parish Council is an Equal Opportunity Employer.

Training will be offered as appropriate and remuneration will be based on qualifications and experience: but within LC2 SCP 30 to 34, £14.22 to £15.99 per hour.

Information about the Parish Council including agendas and minutes of previous meetings, and Person Specification can be found on our website at: repton-pc.gov.uk

Closing Date for applications: 11th January 2019

Interview Date: Interviews will be held week commencing 14th January, times to be confirmed.

Application: Application forms are available on the web at repton-pc.gov.uk or contact Sue Reilly, Clerk to Repton Parish Council, 40, High Street, Repton, Derbyshire, DE65 6GD; on 01332 865226 or email reptoncouncil@btinternet.com.

Applications should be returned either by email to: reptoncouncil@btinternet.com. or by post to:

Sue Reilly,

Clerk to Repton Parish Council,

40, High Street, Repton,

Derbyshire,

DE65 6GD