



## **HORNINGLOW & ETON PARISH COUNCIL**

### **CLERK AND RESPONSIBLE FINANCIAL OFFICER VACANCY**

Horninglow & Eton Parish Council is seeking an organised and dedicated individual for the role of **Clerk and Responsible Financial Officer**. This is a rewarding opportunity for someone with administrative experience and a passion for supporting the local community.

#### **KEY DETAILS:**

- **Salary Scale:** LC2 SCP 18 – 23 (Presently £30,559 - £33,366) pro rata.
- **Pension:** Eligible for membership in the Local Government Pension Scheme (LGPS).
- **Hours:** 10 hours per week, to be worked flexibly, including some evening meetings (potential for an increase in hours as the job demands).
- **Location:** Home-based, with occasional meeting attendance in Horninglow & Eton parish. Potential for ad-hoc travel further afield in the performance of duties.

#### **JOB DESCRIPTION:**

The Clerk and RFO is responsible for:

- **Council Administration:** Prepare agendas, reports, and minutes for meetings, ensuring decisions are implemented.
- **Financial Management:** Manage the Council's finances, including budgeting, payments, and ensuring legal compliance.
- **Legal and Statutory Advice:** Advise the Council on its powers, duties, and responsibilities.
- **Public Relations:** Serve as the main contact for residents, handle correspondence, and manage the Council's website.
- **Project Support & Management:** Assist in managing and delivering community projects and initiatives, including managing contractors and the Council's allotments.
- **Compliance:** Ensure adherence to legal responsibilities, best practice and the Council's own policies and procedures.

- **Officer/Member Relationship:** Working closely with elected members to support the delivery of Council plans.

## **RECRUITMENT TIMELINE:**

- **Closing Date for Applications:** 12:00 Noon, Monday 6<sup>th</sup> January 2024.
- **Virtual Interviews:** Monday 13<sup>th</sup> January 2025.
- **Full Council Meeting:** Tuesday 14<sup>th</sup> January 2025.
- **Start Date:** from 3<sup>rd</sup> February 2025.
- **Handover with Current Clerk/RFO:** February & March 2025.

## **HOW TO APPLY:**

Please send a cover letter summarising your suitability for the role, along with your CV, to the Clerk/RFO at [clerk.horninglowandetonpc@gmail.com](mailto:clerk.horninglowandetonpc@gmail.com)

## **PERSON SPECIFICATION:**

### **Essential:**

- Strong administrative and organisational skills.
- Excellent communication abilities (both written and verbal).
- Proficiency in IT, including Microsoft Word, Excel, and email/internet use.
- Ability to work independently from home and manage time effectively.
- Understanding of the principles of local government, including statutory duties and financial procedures.
- Commitment to professional development, including willingness to undertake training.

### **Desirable:**

- Previous experience in a local government role or similar administrative position.
- CiLCA qualification (or willingness to obtain it).
- Familiarity with financial management, bookkeeping, and accounting software.
- Ability to work flexibly to meet the needs of the council and to attend evening meetings.
- Familiarity with the work of the Council and of the parish of Horninglow & Eton.