

Hampton Parish Council

Wish to appoint a

Parish Clerk and Responsible Financial Officer (RFO)

SCP19-24, £31,067 – £34,314 pro rata
dependant on experience and qualifications + Pension Scheme
Up to 30 hours per week

The Council is looking for someone with management experience preferably in Local Government, strong financial management skills and who has a keen interest in the needs of the Hampton Hargate and Vale community and what the Council can do for it.

Because of the nature of the work, we expect the person we appoint to work flexibly for 30 hours per week. The actual hours of work will be subject to agreement on appointment.

The successful applicant must be willing to work in a flexible and supportive manner with the Council as its Proper Officer and Chief Adviser. This will include attending evening meetings, some civic events and occasional weekend working. They must be able to demonstrate a good understanding of local government procedures, finance and law. This is a varied role where they will be responsible to the Council for all aspects of finance and administration, providing appropriate advice and implementing decisions.

A full Job Description and Person Specification is available from: <https://www.hamptonpc.org.uk/>

In short, for an applicant to be successful, it is essential the person we appoint is:

- Qualified and holds the CiLCA qualification.
- Self-confident in managing their relationships people at all levels
- Able to work independently and effectively & to manager a complex and diverse range of work
- Able to attend evening meetings of the Council as and when required
- Dealing with Council correspondence, prioritising and briefing Councillors
- Organising and taking minutes for Council meetings
- Ensuring that the Parish Council meets its statutory duties in all aspects of its activities as a provider of services to its community and as an employer
- Ensuring the Parish Council complies with its legal obligations and responsibilities
- Dealing with financial matters such as orders and payments in an organised manner and keeping good records for audit purposes
- Posting Parish Council news and agendas on the website and social media

Applications to be by Application form only, which should be sent by e-mail to:
hamptonpc.recruitment@gmail.com (or for any questions on the role or the recruitment process)

The closing date is Thursday 14th November 2024 at 23:59

Interviews will be held w/c 18th November 2024

Hampton Parish Council is committed to equal opportunities