Croft Parish Council

The Council seeks an enthusiastic and positive person with a good knowledge of local government administration and finance to undertake the role of Clerk and Responsible Financial Officer. Previous experience as a Clerk or a deputy Clerk would be welcomed.

As Proper Officer of the Council the Clerk is under a statutory duty to carry out all the functions of the role and, in particular to serve or issue all the notifications required by law.

The Clerk will be responsible for ensuring that the Parish Council complies with all its statutory and audit responsibilities.
They shall advise the Council on all aspects of its work.
The Clerk must produce all information needed for effective decision making and implement constructively all Parish Council decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them when required.
The Clerk will be the Responsible Financial Officer and shall be responsible for all financial records of the Council and for the careful administration and reporting of its finances.

In addition, the Clerk will also be responsible for:
line management of the Village Caretaker;
management of the Playing Field, including the play area and car park; and
undertaking a range of associated functions as directed by the Parish Council.

The successful candidate must have good interpersonal skills and be comfortable with working closely with Parish Councillors and the public. They will have the legal responsibility for giving notice of Parish Council meetings as well as making and publishing meetings’ minutes.
Experience in producing an annual budget and generating monthly budget monitoring statements is essential as is proficiency in the use all aspects of office IT. The Certificate of Local Council Administration (CiLCA) qualification is desirable but, where the candidate can display substantial other experience working in a related field, not essential. The successful candidate must be willing to work to attain the CiLCA qualification.

Working 20 hours a week at times to be mutually agreed and based at the Parish Council’s office in Croft, the role will include attendance at least eleven Parish Council evening meetings a year. The hourly pay rate is in the range £12.98 to £14.42.

A job and person specification, along with an application is also available on this website.

Completed application forms should be emailed to
croftparishcouncil@gmail.com with a heading ‘Job Application’.

Closing date for receipt of applications is 5pm on Friday 1st October.
Applicants selected for interview with be advised via email