

## **Parish Clerk and Responsible Financial Officer**

**Salary Range:** £26,822 - £30,153 (Pay Scale LC2/30 to LC2/34) for Full Time 37 hour week

There is some flexibility regarding working hours with a minimum 30 hours per week and maximum 37 hours per week. This will be dependent on the successful candidate's breadth of experience and desired hours. An allowance for evening meetings is included.

The closing date for application is 12 noon Friday 27<sup>th</sup> April 2018

This is a challenging opportunity for an experienced person who has a resilient personality and is confident working independently. You will have a strong commitment to public service and want to make a difference to your community. We need an efficient Clerk to take forward the development of the expanding Parish Council's role, where greater emphasis is increasingly focusing on the local delivery of a varied range of services. Our Parish Plan is in the early stages of implementation and there are exciting initiatives already taking place and planned for the next 4 years.

Our purpose built offices are bright and modern, with up to date technology and computer systems. They are situated in the heart of Charlton Kings.

The Clerk to the Parish Council will be solely responsible for the administration of the Council's business. The range of responsibilities is summarised below:

- Act as Proper Officer and Responsible Financial Officer for Charlton Kings Parish Council
- Fulfil the role of Council and Committee Secretary
- Purchase goods and services on behalf of the Council
- Liaise with other authorities and bodies
- Manage the day to day business of the Parish Office and staff (currently 1 P/T)
- Manage the Council's IT systems and website
- Actively manage the Council's land and property assets to optimise revenue and value to the community
- Manage projects that deliver the objectives of the Parish Plan

A full job description, person specification and application form are available for download from the Parish Council's website: [www.charltonkingsparishcouncil.gov.uk](http://www.charltonkingsparishcouncil.gov.uk).

The Parish Plan can also be found on the website. Alternatively a paper version of these documents is available from the Parish Office, Church Piece Charlton Kings GL53 8AR.

Please send your application either by post to the Parish Office, addressed to the Chairman of the Parish Council and marked 'Confidential' or by email to:

[mike.palmer@charltonkingsparishcouncil.gov.uk](mailto:mike.palmer@charltonkingsparishcouncil.gov.uk)