

# HIGHAM ON THE HILL PARISH COUNCIL

## DETAILS OF PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

**Post as: Clerk and Responsible Financial Officer to Higham on the Hill Parish Council.**

**To start 3<sup>rd</sup> June 2019**

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

- Attendance at Parish Council meetings – normally held on Monday evenings every 6 – 8 weeks in the Methodist Church
- 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.

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 based from home. A computer, printer/scanner will be provided.

The council would require the successful candidate to work some set hours to cover meetings (normally Monday evenings 7.30 pm to 9.00 pm) every 6 – 8 weeks, and the total hours will be 4 hours per week.

Higham on the Hill Parish Council is an Equal Opportunity Employer.

Training will be offered as appropriate and remuneration will be based on qualifications and experience, but within NJC scale SCP 22. Actual Pay - @ £179.52/month equivalent to £11.22 per hour (16 hours month)

Information about the Parish Council including agendas and minutes of previous meetings, and Person Specification can be found on Council's website at: [www.highamonthehill.org.uk](http://www.highamonthehill.org.uk)

**Closing Date for applications:** 12.00 noon, Friday 10<sup>th</sup> May 2019

**Interview Date:**

The formal selection process will be by interview. Interviews are likely to be held week commencing 13<sup>th</sup> May 2019, all times to be confirmed.

**Application:**

Application forms are available on the web at [www.highamonthehill.org.uk](http://www.highamonthehill.org.uk) or contact Clerk to Higham on the Hill Parish Council 01455 212008.

Applications should be returned either by email to: [clerk@highamonthehill.org.uk](mailto:clerk@highamonthehill.org.uk) or by post and marked:

Private: Application to the post of Clerk to Higham on the Hill Parish Council  
Higham on the Hill Parish Council  
15 Nuneaton Lane  
Higham on the Hill  
Nuneaton, Warwickshire CV13 6AD

**A CV is not required.**

Canvassing of anyone involved in the selection process will disqualify you from being appointed.

**References**

Formal references will be taken up following an offer of employment.

**Expenses**

Travelling expenses will be paid on the basis of standard class rail travel to the interview or car mileage at the rate of 40p per mile. Claims must be in excess of 25 miles in total (mainland UK only).

Any shortlisted candidate who withdraws without good reason will not be reimbursed travel subsistence or other expenses other than at the discretion of the Council.

**Disabled Candidates**

Any candidate who is disabled should please contact the Clerk / Chair of the Council, in confidence so that reasonable adjustments can be made to the recruitment process.