

CHINLEY, BUXWORTH & BROWNSIDE PARISH COUNCIL

APPOINTMENT OF CLERK & RESPONSIBLE FINANCIAL OFFICER

Part time: 18 hours per week

Salary: LC2 SCP 26-29 (£23,166 - £25,694 pro-rata)

Place of work: Parish Room, 3 Lower Lane, Chinley, SK23 6BE (initially)

Chinley, Buxworth & Brownside parish has a population of some 2800 and the Council has an annual budget of around £60,000. We manage public open spaces, playing fields, allotments and children's play areas. We are currently involved in an exciting project with the Community Association to develop a new community centre in Chinley as well as undertaking a range of initiatives in Buxworth.

We are seeking an enthusiastic, community-minded and suitably qualified (CiLCA) or experienced clerk to help us become more efficient, effective and customer focused. If not qualified then a willingness to undertake DALC clerk induction training and the CiLCA qualification will be required. In particular the following skills are sought:

- Excellent IT and communication skills
- Customer care skills
- Understanding of basic accounting processes
- Flexible approach to work and ability to work unsupervised.

Duties will include:

- Attending meetings (including a minimum of 11 evening meetings per year held in Chinley or Buxworth)
- Preparing meeting agendas and taking accurate minutes
- Acting on Council resolutions and dealing with all council functions, including procuring appropriate goods and services
- Keeping accurate financial records, banking, invoices, payment of accounts, HMRC payments/wages etc.
- Advising on budget, liaising with auditors and preparing end of year accounts
- Keeping a record of assets and insurance and ensuring the Council meets its health & safety requirements
- Maintaining and updating the Council's website
- Assisting in the organisation of community events, if required.

For an application form, person specification and full job description please look on our website www.chinleybuxworthbrownside-pc.gov.uk

Closing date is Thursday 22nd December 2016 and interviews will take place in January 2017.