



COMBE MARTIN PARISH COUNCIL

Vacancy for a Clerk/RFO to the Parish Council

The purpose of the role of the part time Clerk/RFO is to promote a positive and effective approach to the work of Combe Martin Parish Council. The objective is to ensure the Council meets its statutory obligations in all areas.

The hours and salary are negotiable. Conditions of employment and remuneration will be based on the National Association of Local Council's pay scales. The rate for this post starts at LC2 scale point 26-34 and will be paid pro rata, but this is subject to review.

The successful applicant will be expected to attend meetings outside of normal working hours. The Clerk will work from Parish Council Offices.

JOB SPECIFICATION

- Responsible for the day-to-day administration of the business and finances of the Council. Manage the team of office staff and other persons employed by the parish council.
- Advise the Council on political/legal consequences of action being recommended by Councillors and to recommend ways in which decisions can be implemented.
- Research topics of concern to the Council and provide unbiased information to help the Council make appropriate choices.
- Deal with correspondence to and from the Council and general public.
- Prepare and organise meetings as advised by the Chair/Council.
- Attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the clerk or as the Council shall reasonably require.
- Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents of or concerning the Council or its staff.
- Prepare agendas, reports and write and issue minutes. (these may be delegated to an administrator).

- Maintain the accounts of the Council for audit purposes.
- The ability to understand and analyse information and present it simply and accurately.
- Keep up to date with new legislation and maintain a working knowledge of local government and any developments that affect the work of the Council.
- Work co-operatively and alongside councillors to ensure the smooth workings of the Council.
- Where required liaise with external organisations and other public bodies to maintain an effective approach.
- Assist in establishing and maintaining a dedicated Council website.
- Any other reasonable duties.
- If not qualified, undertake training for the CILCA qualification.

PERSON SPECIFICATION

- Maintain a genial and equable manner in dealing with Parishioners, Suppliers, Councillors and other Stakeholders.
- Be capable of engaging quickly and willingly with all Stakeholders.
- Excellent organisation skills and the ability to work to own initiative to research and prepare option proposals for Council
- Ability to prioritise work load & maintain varying deadlines)
- Good at communicating clearly and working with a range of people in different roles.
- Diplomatic and tactful, and able to show political sensitivity.
- Ability to work effectively on your own or in a team

Please contact the Parish Council Office for more information:

Email: info@combemartin-pc.gov.uk

Tel: 01271 883403

Closing date: 15 October 2021

Please note: Previous applicants need **not apply**

