

Vacancy, Clerk/RFO, Edale Parish Council.

A vacancy has arisen for a Parish Clerk/ Responsible Financial Officer for Edale Parish Council. The successful applicant will work from home and be required to attend evening Council meetings. There are usually 11 meetings per year, normally held in Edale Village Hall on the 2nd Wednesday of the month, however until May 2021 meetings will be held remotely on ZOOM.

The applicant should have previous administrative experience and must have good IT skills. The applicant should also demonstrate good organisational and communication skills. It is desirable, but not essential, that the applicant have an understanding of local government practices and procedures as training through DALC can be arranged. The successful candidate will be required to attend DALC Clerk Induction Training if they have not already done so. The candidate should be willing to work towards the Certificate in Local Council Administration if they do not already hold this.

In addition to providing relevant support to the 5 Councillors, the Clerk/RFO will also be responsible for all statutory financial reporting requirements. Salary will be within the NALC SCP 7–12 £10.44-£11.53 per hour dependent upon experience, and the hours will be 20 hours per month (approximately 5 hours per week).

Duties include:

- The preparation and distribution of agendas and taking accurate minutes of Parish Council Meetings, posting notices and issuing summons to meetings.
- Actioning decisions made at meetings by the Councilor's and undertaking all administrative work.
- Acting as first point of contact, receiving and dealing with correspondence, requests for information and consultations.
- Keeping accurate financial records, banking, invoices, receipts and payments, managing the HMRC PAYE scheme.
- Drafting the Council's budget, preparing and managing accounts and liaising with auditors.
- Providing legal and financial advice and information to support the council's decisions.
- Updating and maintaining the Parish Council's website.
- Liaising with High Peak Borough Council, Derbyshire County Council and other official bodies and individuals as necessary.

For a full job description or further information please email:

edaleparishcouncil@gmail.com

To apply, please email your CV, including the details of two referees, by **31st January 2021**. Interviews will be held early February 2021 and the successful candidate will be required to start as soon as possible after this.