



BARNHAM AND EASTERGATE PARISH COUNCIL CLERK & RESPONSIBLE FINANCIAL OFFICER

Despite two rounds of advertising for this role we have been unsuccessful in finding a suitable candidate for the role so we are having one more attempt before we go down a route of appointing a Locum through our Professional Association.

The role on offer is a Permanent Role for 20 hours per week with a salary range of (£26.85-£31.57 p.h) (fte £51,802-£60,903) depending on experience and qualifications. The job is Office based at Barnham Community Hall with some flexibility to work from home and with evening meetings every 6-8 weeks.

Why we're Recruiting and what we're looking for

The current Clerk will be retiring from the role of Clerk & RFO and the Council at the end of March 2025 and we are hoping to recruit someone to join the Council as soon as possible with the aim of a period of handover for what is a multi-functional role.

We are looking for someone who is educated to at least A-level standard or equivalent, already holds the CiLCA (Certificate in Local Council Administration) qualification, or be working towards it, and has relevant experience for the role of Parish Clerk and RFO. In addition a good knowledge of local government organisation and procedures is essential.

You must have a detailed knowledge of Microsoft products, demonstrate excellent organisational, administrative and communication skills, as well as being able to plan and manage workloads to meet deadlines. Previous meeting arrangement, including agenda setting and minute taking experience is essential.

In respect of the RFO element of the role you must have excellent accounting experience preferably with income and expenditure accounts, experience of budget setting and monitoring and an overall ability to understand financial records.

What does the role entail?

- Serving as the Proper Officer of the Council
- Ensuring all key policy and procedure documents are relevant and up-to-date
- Preparing agendas and minutes for Full Council and other meetings
- Implementing Council decisions and resolutions
- Acting as the Responsible Finance Officer to deal with the financial activities of the Council
- Handling correspondence and maintaining the Council's website
- Managing the two Assistant Clerks and Litterpicker employed by the Council
- Working closely with the Chair and all Councillors to plan and execute the Council's aims and objectives within the statutory and regulatory requirements that govern the Council
- Helping maintain a relationship between the Council and Barnham & Eastergate Community Trust

In addition to the salary and hours detailed above the successful candidate will have access to the Local Government Pension Scheme and will have 25 days annual leave (pro rata) + 8 Bank Holidays

If you think you're the person for us then please send an email to clerk@barnhamandeastergate-pc.gov.uk to obtain further details together with an application form for completion as CVs will not be accepted.

Closing date for applications is Friday 14th February 2025