**Treeton Parish Council**

**Appointment of Clerk/RFO to the Council**

Applications are invited for the post of Parish Clerk/RFO to Treeton Parish Council.  You will be a highly motivated, enthusiastic individual.

Starting salary will be dependent on relevant qualifications and experience and will be paid in line with National Scale Guidelines.   Salary pay scale will increase according to qualifications and training achieved by the clerk; all training is fully funded. The position is for 10 hours per week, which can be worked flexibly and will include some working from the Reading Rooms using a laptop and printer provided by the Council.

The Clerk is accountable to the Council for the management of its resources and ensures that the legal, statutory and regulatory provisions applying to the Council’s activities are observed. (Responsibility for the Council’s finances - day-to-day and year-end will be the responsibility of the Responsible Financial Officer although and payroll, invoicing and financial knowledge will be required).

You will have good organisational, management and communication skills and be able to work efficiently and effectively under pressure and on your own initiative. You will have administrative skills and be computer literate.

There is an element of evening work, which will include attending Parish Council meetings. (Ordinary meetings are held on the 4th Monday of the month. Attendance at additional meetings may also be required.)

The main duties are:

* Guiding and advising the Council in its statutory role as a local authority.
* Implementation of the Council’s resolutions from monthly full council meetings.
* Setting meeting agendas and taking minutes for the Council.
* Updating the website and notice board.
* Updating policies and procedures in line with current legislation and following advice from advisory bodies to the sector.
* Dealing with correspondence by e-mail, post and publishing the newsletter.
* Responsibility for the administration of the Parish Hall and other Council owned assets
* As RFO you will be responsible for all accounting and finance related matters of the Parish Council.

You can download an application form and associated documents from the Council’s website – on the News page under News and Events.  Please send your application form by email to treetonpc@aol.com  Please note that CVs will not be accepted.

If you would like to discuss the role before applying, please contact the current Clerk to the Council, Chris Brown at the email noted above or 01142 421316.

The closing date for applications is 12 noon Friday 14th February  2020 and interviews will be held on an evening w/c 2nd March 2020. Those shortlisted will be informed by Friday 21st February 2020. If applicants have not been contacted by this date they should assume that they have not been shortlisted.