

SILKSTONE PARISH COUNCIL
Parish Clerk & Responsible Finance Officer (Part time)

Applications are invited for the post of Parish Clerk & Responsible Finance Officer (RFO) to Silkstone Parish Council. You will be a highly motivated, enthusiastic individual who ideally has experience working within a local government environment. The council covers the villages of Silkstone and Silkstone Common between Barnsley and Penistone in South Yorkshire. The salary is in accordance with the Local Government National Joint Council scale LC2 point 26 - 28 (£23,866 - £25,463) pro rata and dependent on experience. The position is for 22 hours per week, which can be worked flexibly.

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.

You will have good organisational, management and communication skills, you will be able to work efficiently and effectively under pressure and on your own initiative. You will have financial, legal and administrative skills; and be computer literate. You will preferably have a Certificate in Local Council Administration (CiLCA) or must be prepared to train towards becoming a qualified Clerk and achieving CiLCA.

There is an element of evening work, which will include attending parish council and committee meetings. Daytime meetings in the villages are usually weekly. The Clerk & RFO will need to work from a home office, for which an additional allowance is payable. Office equipment will be provided.

The main duties are:

- implementation of the parish council's business plan
- the general management of the council's assets (which include a sports pavilion and recreation ground, woodlands, allotments and memorials)
- responsibility for the council's finances (day-to-day and year-end). The current precept (parish council element of the council tax) is £76,500
- setting meeting agendas and taking minutes for parish council and its committees
- updating policies and procedures in line with current legislation and following advice from advisory bodies to the sector.
- dealing with correspondence by e-mail and post.
- liaising with community groups and officers of Barnsley Metropolitan Borough Council.

Full details of the vacancy are available in an application pack which can be downloaded from the home page of the Parish Council's website www.silkstoneparishcouncil.gov.uk .

If you would like to discuss the role before applying, please contact the Chair of the Parish Council Meryl Liddell 01226-790509.

Please send your application form by email to silkstoneparishcouncil@gmail.com or by post to the Chair of the Parish Council Meryl Liddell at 15 Black Horse Drive, Silkstone Common, Barnsley S75 4SD CVs will not be accepted.

The closing date for applications is 3pm on Friday 26 October 2018.
Those shortlisted will be informed by Friday 2 November 2018 (if you have not been contacted by this day please assume you have not been shortlisted)
Interviews will be held on Friday 9 November 2018