

**SILKSTONE PARISH COUNCIL**  
**Parish Clerk & Responsible Finance Officer**

Applications are invited for the post of Clerk & Responsible Finance Officer (RFO) to Silkstone Parish Council. The person 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 successful candidate will be accountable to the Council for the management of its resources and ensure that the legal, statutory and regulatory provisions applying to the Councils activities are observed.

The ideal candidate will be someone with good organisational, management and communications skills, who can work efficiently and effectively under pressure and on their own initiative. The person will have financial, legal and administrative skills; they will also be computer literate. The successful candidate will preferably have a Certificate in Local Council Administration (CILCA) or must be prepared to train towards becoming a qualified Clerk and achieving CILCA

The position is for 22 hours per week, which can be worked flexibly. There is an element of evening work, which will include attending Parish Council and Committee meetings. Daytime meetings in the villages are usually weekly. Although this list is not exhaustive. 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:

- 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](http://www.silkstoneparishcouncil.gov.uk)

For further information about the role please e-mail the Chair of the Parish Council Meryl Liddell [meryl.liddell@btinternet.com](mailto:meryl.liddell@btinternet.com) or the Vice Chair of the Parish Council Richard Leech [rich@richardleech.co.uk](mailto:rich@richardleech.co.uk)

To apply please send your application form (an individual CV will not be accepted) along with a covering letter to the Chair of the Parish Council Meryl Liddell at 15 Black Horse Drive, Silkstone Common, Barnsley S75 4SD.

**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**