

Longhope Parish Council is seeking to appoint a Clerk & Responsible Financial Officer (RFO).

The job requires practical knowledge and judgmental skills, and involves:

- Exchanging information orally or in writing
- Exercising advisory, guiding, negotiating and persuasive skills
- Working within recognised procedures
- Organising own workload with applicable flexi time
- Reporting back to councillors on any issues
- Responsibility for the supervision, direction and training of other employees in liaison with the staffing committee
- The allocation of work to staff and contractors, and checking of work
- Considerable impact on the well-being of local people

Candidates will need:

- Accurate administrative and financial skills, attention to detail
- Availability to attend monthly evening meetings (3rd Monday of the month)
- Excellent communication skills
- Computer literate with confident knowledge of MS Office applications, internet, email, social media and webinar software
- Ability to meet deadlines and work alone, use of initiative
- Certificate in Local Council Administration (CiLCA) or equivalent, or a willingness to work towards it
- An interest in community life
- A friendly and positive outlook

The role includes preparing agendas, attending meetings, preparing minutes and dealing with issues arising from meetings. As the RFO you will be responsible for the maintenance of proper financial records, producing reports for members as required and completing the Annual Return for audit.

The position is working from home part-time from 12 hours per week, hours / days to be agreed, with a 6 months' probationary period. Salary depending on experience in accordance with NJC scale points LC2 that start from new SCP18, £12.64 per hour.

To apply for the role please email CV and covering letter to LonghopePC@mail.com Applications close at noon on Monday 24th August, with interviews on Thursday 27th August (by Zoom if necessary) and proposed start date Monday 28th September 2020.

This is an important time for the council as the staff is intended to expand for the first time with the addition of a part-time handyman. Visit our website for further details at www.longhopeparishcouncil.com