

# Great Oldbury Parish Council



## Part Time Clerk/Proper Officer/Responsible Financial Officer

Great Oldbury Parish Council is a newly created Parish Council near Stonehouse (Gloucestershire) and is seeking to appoint a part-time Clerk/ Proper Officer/ Responsible Financial Officer.

**Hours per week:** Part-time: 15 hours per week

### **Responsibilities:**

The Parish Clerk is a key role that is responsible for the administration, organisation, and management of the Council's resources, services, and facilities.

Typical work includes:

- Organising Council meetings in co-ordination with the Chairman and Councillors.
- Notices, Agendas, Minutes, Action Plan, Financial Management and attendance at meetings.
- Routine and sometimes more complex planning matters.

The office will be at the Community Centre in Great Oldbury, with some home working by agreement. The position requires some evening working to accommodate meetings (normally once or twice per month).

### **Hours and Salary:**

- Part-time: 15 hours per week. Pay scale is LC2 (SCP 18-23) £12,355 - £13,486 pro-rata £30,559 – 33,366 (based on a 37-hour week), depending on experience.
- In addition, an enhanced Nest workplace pension will be provided.
- This role has the potential to expand and further employees maybe recruited at a later date.

### **Person Specification:**

Great Oldbury Parish Council is looking for a highly motivated, organised, and committed person with an interest in the local community. The candidate should also be someone who has experience in efficient administrative practices and understands financial management.

Experience in local government or town/parish council work is desirable but not essential. Applicants need to be enthusiastic, flexible, and community-focused with a hands-on style and with sound administrative, interpersonal, and IT skills in order to work successfully with Councillors, external stakeholders & organisations, and community groups.

Candidates will be expected to hold CILCA (Certificate in Local Council Administration) or be prepared to study for the qualification and obtain it within two years. Training will be provided.

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	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake ongoing development training, including formal qualifications relevant to the job including completing the Certificate in Local Council Administration within 2 years of starting.</li> <li>• Holds or is working towards Certificate in Local Council Administration (CiLCA) or equivalent.</li> <li>• Good general education</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSEs, including English and Maths and/or A levels.</li> <li>• Professional Qualification relevant to the job</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Competent use of Microsoft Office 365, Outlook, Word, and Excel.</li> <li>• Familiarity with formal meetings, their procedures, minutes, and subsequent actions</li> <li>• Dealing with the public especially dealing with concerns and complaints</li> <li>• Dealing with sensitive issues</li> <li>• Familiarity with basic accounting procedures including preparing and monitoring budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government Experience</li> <li>• Facilities management</li> <li>• Managing a Community Centre Trust.</li> <li>• Project Management</li> <li>• Writing grant funding applications</li> <li>• Partnership working</li> <li>• Health and Safety at Work</li> <li>• Working with Councillors</li> </ul>

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## How To Apply:

An application pack and supporting information can be obtained from the Council's website at [www.greatoldbury-pc.gov.uk](http://www.greatoldbury-pc.gov.uk) or by emailing the Locum Clerk at [clerk@greatoldbury-pc.gov.uk](mailto:clerk@greatoldbury-pc.gov.uk)

Although CVs are welcomed, only signed applications submitted using the Council application form will be considered.

The closing date for applications is **4pm on Monday 11<sup>th</sup> November 2024** and interviews will take place the following week, (from 6.30pm), in the Community Centre.