

## South Mimms Parish Council

### Vacancy for part-time Parish Clerk/Responsible Financial Officer

This position is immediately available and is for part-time working from the applicant's own home for an average of 40 hours a month. This paid time includes attendance at the Parish Council's 10 evening meetings a year, held at the local Village Hall, and any other occasional meetings, visits, seminars and courses that may arise.

South Mimms is a small settlement with a strong community spirit and a population of around 855, situated near Potters Bar in the district authority of Hertsmere Borough Council. The Parish Council has five elected members and the current precept is c. £15,000.

The Clerk is the only employee and is responsible for the day to day running of the Parish Council, which would commonly include the tasks of preparing agendas, taking minutes, liaising with residents, contractors and local government officials, the administration of the website and implementing the Parish Council's decisions and policies. Managing the Parish Council's finances is a significant part of the role including overseeing all financial transactions, preparing budgets, VAT reclaim, PAYE, organising audits and the annual statutory governance and accountability returns. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers.

For this varied position, applicants should have excellent organisational and administrative skills, and be able to demonstrate a high degree of competency in financial management. They must be computer literate and have internet access. Applicants should ideally have previous experience working in, or have knowledge of, local government or as a Parish Clerk, although training can be provided and there will be opportunities for handover meetings. The ability to communicate well at all levels is essential.

We are looking for someone who is enthusiastic and committed and who is prepared to undertake continued development training throughout employment. If not already holding the Certificate in Local Councils Administration, the successful candidate should ideally be prepared to study for the qualification.

The salary will be based on the National Joint Council for Local Government Services (NJC) newly restructured pay scales from 1 April 2019 and will depend on existing qualifications and experience. It is expected that the starting salary will be within the NJC's band LC1, points 13-17, which is above the substantive benchmark range and equates to £11.45 - £12.39/hour. For an exceptionally experienced and well-qualified candidate the Parish Council will consider a re-evaluation of the role to fall in the lower range of salary points in band LC2. Membership of the Local Government Pension Scheme is also offered.

A laptop computer and printer will be provided. The successful candidate must be able to undertake the safe storage of relevant equipment, files and records.

*You are welcome to contact the Chair (01707 659706) for an informal discussion.*

*CV and a covering letter to be sent to 5 St Giles Avenue, South Mimms, Potters Bar, EN6 3PZ, or southmimmspc@gmail.com*

***The closing date for applications has been extended to 26<sup>th</sup> April 2019***