

Hurstbourne Tarrant Parish Council

Clerk and Responsible Financial Officer

Job description

Hurstbourne Tarrant Clerk/Responsible Financial Officer Vacancy

Part-time – 60 hours per month

Salary – SCP 20-25 pro rata

Hurstbourne Tarrant Parish Council seeks a part-time Clerk/Responsible Financial Officer (RFO).

Duties will include:

- Attending meetings on the third Monday of each month plus the Annual Parish meeting and any further meetings required
- The preparation of meeting agendas and supporting documentation, taking accurate minutes of Parish Council meetings
- Keeping accurate financial records, banking, invoices, payment of accounts and HMRC payments/wages etc
- Taking action on resolutions passed by the Council
- Administering Parish Council events and projects
- Management and administration of the Council's contractors
- Management of assets and insurances
- Setting the councils budget, financial account preparation and liaison with auditors
- Liaise with Chairman between meetings

Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be an attractive quality. The parish clerk will be responsible for the administration of the business and finances of the council.

The Clerk/RFO will be an employee of the Council and remuneration will be for approx. 15 hours per week.

The salary scale is in accordance with NALC recommendations for Part Time Clerks/RFOs. The precise starting point for the successful candidate will depend on level of qualifications and experience.

Hurstbourne Tarrant is a parish located in the Bourne Valley.

Hampshire with an electorate of 675+.

The Council's precept for 2017/18 is £14,850

Our main current projects include:

- Upgrading children's play equipment on KGV playing Fields
- Establishing a new social support group – Hurstbourne Swifts
- Replacing safety railings beside the river Swift in Church St
- Installation of a second SID traffic management sign on the A343
- Flood mitigation work to protect the parish from ground water flooding

KGV playing field/ground is managed by the Parish Council acting as Trustees.

The Parish Council consists of six Councillors and the part-time Parish Clerk/RFO.

Closing date for applications is Wednesday 31st July.

Selection process and interviews will be held during August and September 2017 with the view to appoint from 1st October 2017.

FOR FURTHER DETAILS PLEASE EMAIL theparishclerk@hbt.org.uk

Or visit our village website www.hbt.org.uk