

South Hinksey Parish Council

Position:	Parish Clerk / Responsible Finance Officer
Hours:	20 hours per month
Salary:	£9.90 – £11.55 per hour £2,376 – £2,772 per annum
Reports to:	Parish Council
Start date:	September 2015

This part-time post with flexible hours to fit round existing work and other commitments is an excellent opportunity for a motivated individual with excellent administrative skills to be involved in helping the local community.

The Council

Parish councils (not connected with the Church) are the first tier of local government. They work closely with the residents and organizations in the civil parish to deliver services to meet local needs, improve the quality of life in the parish, and represent the local community.

South Hinksey Parish Council represents the picturesque village of South Hinksey and Hinksey Hill, on the outskirts of Oxford. The Council consists of 5 councillors.

The Parish Council has an annual turnover of £15,000 and is responsible for several amenities, including a burial ground and a community woodland. The Council supports local groups through grants and campaigning. The Council also considers all local planning applications, and represents the local community on regional and national consultations.

For more information visit: www.southhinksey.org.

Job Profile

The Parish Clerk is the proper officer of the Council and is responsible for putting the decisions of the Council into practice, and providing professional advice for the Council on a wide range of issues.

The Parish Clerk is responsible for managing their own time and workload, and for overseeing all of the functions of the Council. As Responsible Finance Officer, they manage all aspects of the Council's finances.

There are no fixed office hours, so the work is flexible to fit round other work and life commitments. The only fixed hours are monthly Council meetings, currently held on the first Monday of every month except August.

Person Specification

The Council is seeking a highly-motivated, proactive and confident individual, with outstanding administrative and finance abilities, and excellent communication and interpersonal skills.

The role involves advising the Council on a range of subjects, including local government legislation and procedures, planning, finance, and property and asset management. Therefore, the Council is seeking an individual with a background in local government administration, or a willingness to quickly attain the relevant knowledge.

The Clerk will be expected to work from their home office, and will need access to a computer, the internet, a printer and phone. The Council will meet reasonable travel and office expenses.

Tasks

1. To prepare agendas for Council meetings.
2. To attend Council meetings and prepare minutes.
3. To receive and deal with correspondence and documents on behalf of the Council.
4. To manage the community woodland and other amenities including maintenance, risk assessments and health and safety.
5. To manage the burial ground, including liaising with undertakers and the bereaved, and managing its maintenance.
6. To ensure that the statutory provisions governing or affecting the running of the Council are observed.
7. To advise the Council on planning applications.
8. To study reports and consultations and to provide advice to the Council.
9. To act as a representative of the Council.
10. To ensure the Council's accounting records are up to date and can provide the appropriate reports for audit, VAT and Annual Return purposes.
11. To manage all payments to and from the Council, including payroll.
12. To monitor all Council contracts, such as grass and hedge maintenance.
13. To undertake training and be aware of new legislation.

(The job description is not exhaustive and is subject change)

How to apply

Please send your CV and covering letter stating why you want the role, your relevant experience in carrying out the tasks above, and how you meet the person specification by email to:

parishcouncil@southhinksey.org

The closing date for applications is: **5pm Friday 1st August**

Interviews will be held between **10th and 21st August**

For more information, please contact the Parish Clerk, Sheridan Edward, on 07720 052572 or parishcouncil@southhinksey.org.