



KILSBY PARISH COUNCIL

Parish Clerk & Responsible Financial Officer

Council: Kilsby Parish Council, Northamptonshire

Salary: Scale LC2 SCP 25 – 28 £15.37 – £16.75 with CiLCA qualification, SCP 24 – 28 £14.90 - £16.75 per hour without CiLCA qualification (pay award pending) subject to qualifications and experience.

Contract: Permanent Part time 69 hours per month including evening meetings. 6 months probationary period.

Pension: Post holder eligible to join the NEST pension scheme

Location: To work from home, for which an allowance is paid and equipment provided.

Applications are invited for the position of Parish Clerk & Responsible Financial Officer (RFO)

Closing date for Applications FRI 10 DEC 2021 at 5pm Interviews will take place w/c 10th Jan 2022.

Kilsby Parish lies in Northamptonshire, 5 miles from SE of Rugby and 6 miles from the District town of Daventry. Part of Daventry International Rail Freight Terminal lies within the parish.

It has a population of 2000, a Primary School, Church, Chapel, Village Hall, Community Shop and administers a Cemetery. The Parish Clerk will also act as Secretary to Kilsby Recreation Ground Charity which administers the play area within the village.

The Parish Council has 11 seats, and a precept of £44,650. The Council is an Equal Opportunities Employer.

Kilsby is a vibrant community. The Parish Council comprises relatively new but very enthusiastic members who are dedicated to making a difference to their community while dealing with the many threats and challenges facing a rural village. The meetings are inclusive, welcoming, polite and not without a touch of humour where appropriate, all things that make our task easier and more productive. We are looking for an experienced, knowledgeable and personable clerk who can fit easily into our team and guide us through the complexities of the local government maze. In doing so you will provide us with the freedom to concentrate on the most important task – tackling the day-to-day concerns and issues of the residents we represent.

You will be an experienced, competent and forward looking Clerk who enjoys providing all the legal and financial support needed by the parish council. Ideally you will be CiLCA qualified, or willing to work towards this qualification within 12 – 18months of appointment.

The successful post holder will be expected to carry out the functions of the RFO and be the Proper Officer, serving all statutory notifications for the local council.

The Parish Clerk is responsible for the day-to-day management of the Parish Council services and functions.

The successful candidate will require excellent management and leadership skills enabling them to work in partnership with staff, councillors, contractors and the local community and external partners.

This post requires an excellent track record in administration, accounting, policy, project management, communication and strategic thinking. Experience of working in local councils is desirable as is experience of budget monitoring and using “Office”.

Informal discussions concerning the role can be made by contacting the current interim Clerk, Catherine Camp on 01788 891184 or email parishcouncil@kilsbyvillage.co.uk

Application Packs including job description, person specification and application form can be downloaded from www.kilsbyvillage.co.uk