

ISLIP PARISH COUNCIL

APPOINTMENT OF CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

SCP 23 to 25 - £21,693 to £23,111 – (£4,690-£4,996 pa pro rata)

Part-time (8 hours per week)

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal for you. Islip is a small village over the river from Thrapston with an electorate of 659 and a precept of £22,500. The Council also runs a sports field complex and has a separate recreation ground.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies. You will also ensure effective and proper management of the Council's financial affairs by maintaining proper financial systems on the RBS Alpha package, records and controls, preparing and monitoring the Council's budgets, ensuring that the Council complies with all requirements of Internal and External Audit, managing all aspects of insurance and the asset register.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound leadership, management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer nationally based terms and conditions of employment for this part-time post which involves some evening attendance.

**Please Email the Chairman, Cllr Emma Taylor on
emma.taylor.ipc@gmail.com
for a recruitment pack and application form**

Closing date for applications: 11th January 2019