

# Boughton Parish Council

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## Job Description

### Parish Clerk & Responsible Financial Officer - Fixed Term Contract (11 months maternity cover)

<b>Job Title</b>	Parish Clerk & Responsible Financial Officer
<b>Reporting to</b>	Boughton Parish Council
<b>Location</b>	Work from Home (predominantly). Flexible days and times. Council Meetings are to be held on the third Monday of each month at the Village Hall at 7pm.
<b>Hours</b>	Candidates can apply for 5 - 22 hours per week.  <i>(The Council will also hire an administrative assistant to fulfil any additional hours required)</i>
<b>Pay</b>	£15 – £19 per hour (roughly equivalent to salary scale LC2, SCP 18 – 28)
<b>Contract</b>	1 September 2024 to 31 July 2025 (dates to be agreed with the candidate)
<b>Apply by</b>	Emailing your C.V to the Parish Clerk <a href="mailto:clerk@boughtonparishcouncil.co.uk">clerk@boughtonparishcouncil.co.uk</a> by 30 June 2024  Please set out your Clerk experience, your hour requirements and if you can fulfil the proposed contract dates (terms to be agreed).

### Background to the role

The permanent Parish Clerk, who is also the Responsible Financial Officer, is due to start maternity leave at the end of September 2024. The Parish Council recognise the difficulty in finding an experienced Parish Clerk to take on maternity cover for 22 hours per week.

The Council proposes to consider recruiting a Parish Clerk at 22 hours per week or two fixed term contracts, one for an experienced Parish Clerk/RFO and one for an administrative assistant (hours to be agreed). The Council are willing to be flexible for the right candidates.

It is intended that the permanent Parish Clerk/RFO and her maternity cover will work alongside each other during the month of September 2024 to ensure a smooth handover.

### **Main Duties / Key Projects for Boughton**

- The Clerk/RFO will set the meeting agenda, attend the Council meeting and take the minutes.
- The Clerk/RFO will delegate administrative tasks to the administrative assistant, if applicable.
- The Council uses a payroll provider and Scribe Accounting software. The software is designed especially for Parish Councils. It is user friendly and offers free training via Scribe Academy.
- The majority of the facilities in the Parish are privately owned (allotments, cemetery, pocket park, village hall etc). The Council have no responsibility for the day-to-day management.
- The Council are in receipt of Community Infrastructure Levy (CIL). The Clerk will administer payments in accordance with the CIL Allocation Policy and subject to the relevant power.

### **Experience/Qualifications required:**

- A proactive candidate who can confidently delegate and effectively carry out work.
- A candidate with a drive to see projects through to fruition efficiently and to a high standard.
- Knowledge, or experience, of Council spending powers and RFO responsibilities. Knowledge of CIL is desirable but not essential.
- Be willing to learn new software/systems (i.e. input data onto our accounting software: Scribe) appropriate training will be provided.