

Clerk and Responsible Finance Officer – Belbroughton and Fairfield Parish Council

BELBROUGHTON and FAIRFIELD PARISH COUNCIL

We have an exciting opportunity for a self-motivated person to fill the role of Clerk and Responsible Finance Officer to the Council.

24 hours per week (including evening meetings)

Salary Range NALC SCP 20 – 24 £25,991 – £28,672, pro rata (*based on experience & qualifications*)

The successful candidate will be based at home but must be prepared to attend evening meetings when required. The Council and Committees currently meet on the first and third Mondays of each month respectively. Some work may require meeting representatives and contractors on site.

Applicants must have excellent communication skills, both written and verbal; the ability to understand and interpret local government law; and a willingness to learn and show a positive response to challenge and change. Experience in office I.T. is essential.

The post includes management of the financial responsibilities of the Council, including accounts, budget preparation and annual audit. Duties also include communicating with Parish, District and County Councillors, managing the cash assets, property portfolio and administering the Council's website.

Ideally the successful candidate will hold the CiLCA qualification or be prepared to work towards achieving that qualification. Membership of the Local Government pension scheme will be offered. A 'D.B S.' check will be undertaken.

Application forms and the full role specification are available on our website:

belbroughtonandfairfield-pc.info

These can also be obtained by via e mail Belbroughtonpc@live.co.uk or tel: 01299 270722.

If you have any questions prior to applying please contact us.

Closing date for applications: **Friday 9th April 2021.**

Interviews to be held from: **Monday 19th April 2021.**

Belbroughton and Fairfield Parish Council aims to be an equal opportunities employer and welcomes applications from all sections of the community. See: ([Equality and diversity policy](#))

Appointments will be made on merit in a fair and transparent process.