

Clerk and Responsible Financial Officer, Bathampton Parish Council

Bathampton Parish Council wishes to appoint a Clerk and Responsible Financial Officer from 15 September, to allow a two week handover to the current Clerk's retirement.

The Parish lies in the Green Belt close to Bath. It has around 770 homes, a church, primary school and two pubs / restaurants. The playing field, playground and land adjacent to the canal (Jubilee Gardens) are managed by the Parish Council; the village hall is let on a long lease to a Management Committee. The Council employs a part-time handyman.

Applicants, who will work flexibly from home, must be able to communicate well at all levels, be computer and social media literate (or at least willing to learn about social media) and have internet access. A laptop and printer will be supplied. Candidates should hold the Certificate in Local Council Administration or be prepared to study to obtain it within two years. Training costs will be funded by the Parish Council.

The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors and BANES officials and communicating with the local community through social media and the newsletter. The Clerk is also the line manager of the handyman.

As Responsible Financial Officer they will manage accounts to include cash book, payroll, bank reconciliations, budgets and VAT claims, and organise audits.

The successful candidate will be expected to become familiar with the requirements of the General Data Protection Act and to act as the Council's Data Controller.

As Proper Officer, the Clerk ensures correct procedures are followed and advises the Council to ensure that it acts within its powers.

The position is for around 11 hours per week (exact hours are being benchmarked). The council normally meets 11 times a year, currently on the third Thursday in Bathampton Village Hall.

Salary offered is in accordance with official Local Authority salary scales and would vary based on experience. Rates are currently being benchmarked.

A job description is available from the Clerk.

Closing date for applications is 15 August. Please send a CV and a covering letter detailing why you are suitable for the role.

Interviews will be held week beginning 20 August. For more information or to apply, please contact clerk@bathamptonparishcouncil.org.uk