

Box Parish Council Clerk Job Overview



Job Title: Box Parish Council Clerk & RFO (Responsible Financial Officer)
Location: Box Parish Council Offices
Hours: Full time 37 hours Monday-Friday including evening meetings
Salary and Benefits: Salary range LC2 24-32 (depending on qualifications and experience) Local Government Pension Scheme (NEST) Holidays

Roles & Duties:

- To uphold the legal requirements as Proper Officer and RFO.
- To be responsible to the Council, prepare documentation and AV presentation at meetings, attend and produce minutes and carry out the decisions of the council.
- To develop a combined business plan and general forward plan for the Council, advise the Council on and assist in the formation of overall policies in respect of its activities.
- To provide motivational and effective leadership to the Council's employees.
- To engage with the public, ensuring all service delivery is customer focused and aligned with the Parish Council's values within the community.
- To be responsible for all financial procedures and records, preparing and monitoring the Council's budget.

Person specification

Abilities:

Essential – RFO Accounting: 1 year (preferred) experience in using book-keeping software.
Essential - Experience in using Microsoft Office, & general office equipment, filing & administration.
Desirable – CiLCA (Certificate in Local Council qualification). Administration knowledge & experience in Local Government, Website Content Management Software. Training will be given where necessary.

Attitude:

We are looking for a person who is highly motivated, forward thinking with a positive impartial attitude. Has interest in and commitment to learn the work of Box Parish Council, and understands the importance of the confidential aspects of this role and the legal requirements of a local authority Proper Officer. Is happy to work independently and as part of a small team, and to help members of the public & councillors with enquiries.

Aptitude for:

Financial literacy, with sound operational management.
Demonstrating strong administrative and organisational skills.
Communicating effectively at all levels.

To obtain an application form and full job description

Email: clerk@boxparishcouncil.gov.uk **Website:** www.boxparishcouncil.gov.uk **Phone:** 01225 742356
In writing: Box Parish Council, Council Offices, The Parade, Box, Corsham, SN13 8NX

Closing date for applications: 7th April 2025.