



- VACANCY -

CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

Where: Silverstone Village, Northamptonshire

Working arrangements: 14 hours per week but flexible days and times can be agreed. Some evening work will be required.

Location: Working from home, some village visitation

Job Summary

Applications are invited for the position of Clerk and Responsible Financial Officer to Silverstone Parish Council. This is a permanent, part-time position working from home, with attendance at monthly meetings.

Silverstone is one the UK's most famous villages with a small but busy community and growing business development, largely orientated around motorsport. The Clerk provides administrative support to the council, closely supports the Chair in the running of meetings and advises the council on policy and legislation to enable effective decisions to be made.

We are seeking someone who is committed to improving the community and guiding the council through a period of change following a number of new appointments. You will need to have tenacity and enthusiasm, along with a willingness to learn and be a self-starting enabler.

A CiLCA qualification, previous experience and living in or close to Silverstone would be advantageous but are not essential. If you think you have most of what we need, please apply or ask for more details.

Key Responsibilities

- Preparing agendas, attending meetings, taking minutes, advising Councillors on procedural and legal matters, and progressing actions, as well as keeping policies and procedures under constant review.
- Handling all incoming and outgoing correspondence and acting as the first point of contact for residents.
- Managing the Council's finances. (Precept £71,715) Settlement of invoices, collection of newsletter income, VAT reclaim, budgeting, bank reconciliations, financial monitoring and reporting, preparation for internal audit and completion of year end procedures
- Coordinating and submitting responses to planning applications
- Uploading statutory information to the village website and notice boards. Along with some use of social media and other channels.
- Liaising with West Northamptonshire Council when necessary.

Pay

Pay Band: SCP2 24-28 (£29,174 - £32,798) – Pro-rata pay will be awarded depending on qualifications and experience.

We also pay a working from home allowance - £100 per quarter/three months.

Other reasonable expenses allowable subject to approval.

How do I apply

Please contact the Clerk or the Chair for an informal conversation or further information. We also have a variety of information on our website www.silverstonevillage.org and our Facebook page.

Clerk – Cherie Carruthers - clerk@silverstone-village.co.uk

Chair – Greg Lavers – greg.l@silverstone-village.co.uk

Applicants are requested to email an up-to-date CV to the Clerk and CC the Chair. Our closing date is 25th July, but we reserve the right to close it early depending on the number of applications. Interviews will be 26th July – 5th August.

We are proud to be an Equal Opportunities employer so please let us know if there are any adjustments, we can make in the interview to support you.