

Thurcroft Parish Council

Post of Parish Clerk and Responsible Finance Officer Full time (32 hours) SCP scales 24-28 (LC2) (pay award pending)

Thurcroft Parish Council are looking for an enthusiastic and organised Parish Clerk and Responsible Finance Officer to deliver exceptional support/advisory services to its 18 Parish Councillors and the wider community. Flexible working arrangements will be considered, and other benefits include generous annual leave, pension scheme and excellent training and development opportunities.

Key responsibilities:

- Administrative support to the council to achieve its objectives including
- professional and legal advice on council procedures
- Management of the council staff
- Management of the council's finances
- Management of Council Assets (Hall, Cemetery, Football Pitches)
- Liaison with external partners to achieve desired outcomes
- Support to council meetings incl. evenings

Requirements:

- Must be IT literate with experience in Microsoft Office.
- Experience with Scribe Accounts is desirable but not essential.
- Relevant experience is an advantage, but training in local government administration will be provided.
- Applicants should preferably hold the Certificate in Local Council Administration
- Administration qualification or be willing to commence studies upon appointment.

Thurcroft Parish Council is an equal opportunities employer that values diversity, inclusivity and respect for all employees. By joining our team, you will be part of a supportive environment where your contributions will be recognised and valued.

To apply, download the application form, job specification, and personal specification from our website at www.thurcroftparishcouncil.gov.uk. Alternatively, contact us at:

Gordon Bennett Memorial Hall
Green Arbour Road, Thurcroft,
Rotherham, South Yorkshire, S66 9DD
Email: clerk@thurcroftparishcouncil.gov.uk
Phone: 07462 671 978

NOTES FOR APPLICANTS:

The closing date to submit your application is 4:30pm on Friday 8th November 2024