

Clerk & Responsible Financial Officer

Sampford Courtenay Parish Council is inviting applications for the position of Clerk and Responsible Financial Officer.

Sampford Courtenay is a large rural West Devon parish, situated five miles to the north-east of Okehampton. We serve approximately 600 residents with a precept of £10,700.

There are 8 Councillors and the Council meets 6 times per year on the first Wednesday evening every other month, meetings are held in the village hall.

The Clerk will be responsible for ensuring that the Council conducts its business correctly, providing independent, objective and professional advice and support. As Clerk you will prepare notices and agendas for meetings of the Council, attend the meetings recording minutes of the proceedings and post accordingly on the website and notice boards. You will provide all necessary administrative support to the Council to enable it to function effectively.

As Responsible Financial Officer, you will manage the administration of the Council's finances, prepare budget reports, monitor expenditure, produce accounting statements and support the annual review of the precept and audit process.

The role of Clerk and Responsible Financial Officer is a part time permanent position, working 12 hours per month. You will be expected to work from home with appropriate internet and telephone connections. A laptop printer and photocopier will be provided to ensure compliance with GDPR.

The ideal candidate will be an experienced Parish Clerk, with a working knowledge of local government policy and procedure with good communication and IT literacy skills.

This post is being offered with a salary depending on experience and qualification in line with National Joint Council (NJC) salary scales sitting in the SCP LC2 benchmark ranges. Training can be

provided if necessary and there is an expectation for continuous professional development to meet the standards for the Council's Foundation Award as part of our respect and civility pledge.

Requests for further information and/or applications can be sent to Michele Wilson Parish Council Chair: Cllr.wilson.scpc@gmail.com

Closing date for applications: 18th October 2023