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| Council name | Bourn Parish Council |
| Job Title | Clerk and Responsible Financial Officer |
| Where you are located | Bourn, Cambridgeshire |
| Number of electors | 737 |
| Summary of the job and functions | <ol style="list-style-type: none"> 1. To ensure that statutory and other provisions governing or affecting the running of the council are observed. 2. Be responsible for all financial accounting and control of the Council's monetary assets, invoicing, payment of bills, financial records, financial procedures, budgeting, VAT, PAYE, and related matters such as insurance, as well as the preparation of the accounts for audit. 3. To ensure that the Council's obligations for Risk Assessment are properly met. Ensure the council's physical assets are maintained in good order and undertake all necessary risk assessments of the council's physical assets as well as the annual overall risk assessment of all aspects of the council's work. 4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and committees in accordance with LGA. To attend such meetings and prepare minutes for approval in a timescale agreed by the Council 5. To attend all meetings of the Council, and occasionally, meetings of its committees and sub-committees. 6. To act as the representative of the Council as required 7. To receive correspondence and documents on behalf of the Council. To deal with the correspondence advising councillors of the details where appropriate. 8. Dispatch promptly all notices, letters and other documents as the business of the Council shall require. 9. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council. 10. Attend all meetings and conferences as may be necessary for the proper discharge of the duties of the clerk or as the Council shall reasonably require. 11. Update the parish council's web site regularly and at least monthly and be responsible for social media and other communication channels used by the Council. |

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| | <p>12. Liaise as necessary with officers and councillors of South Cambridgeshire District Council and Cambridgeshire County Council and other agencies such as the Police.</p> <p>13. Seek to obtain the professional qualification, the Certificate in Local Council Administration (CiLCA) within two years of commencement and continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. (Suggested membership of a professional body, The Society of Local Council Clerks.)</p> <p>14. Keep safely and conveniently in secure but accessible safekeeping all deeds, plans, records, letters, writings and other documents of or concerning the Council or its staff and to review regularly documents to be archived or destroyed.</p> <p>15. Produce the annual accounts for adoption by the Council.</p> |
| Requirements in terms of experience and education | <ul style="list-style-type: none"> • Hold the Certificate in Local Council Administration (CiLCA) or be willing to obtain it within two years of commencement • Experience of taking minutes, book-keeping/accounts, preparing reports, dealing with correspondence, keeping records • Proficiency in Microsoft Word and Excel |
| Hours of work | 13 hours a week with extra hours by arrangement as required. |
| Days and times of work | Home based, with meetings in the village hall |
| Holiday | 21 (+ 2 statutory) days per year, pro rata, most of which should be taken during August and December when the Council does not usually meet. |
| Rate per Hour | LC2, typically SCP 26 (£12.16/hr) depending on experience |
| Start date | As soon as possible |
| How to apply | For an application pack including job description, person specification and application form, go to: https://bit.ly/2pK3pa5 NB: References will be required. |
| Closing date for applications | 28 February 2019 |
| Who to contact for more information | Neil Blair, Chairman 19 Church Street, Bourn E: neil@blairfamily.me.uk |
| Other information | The Parish Council meets on the 3 rd Wednesday of the month (excluding August and December) at 7.30 pm in the Village Hall. The Clerk is expected to attend all meetings. All admin work is carried out at home. A laptop computer, printer and phone are provided. |