



Pytchley Parish Council

Parish Clerk & Responsible Financial Officer (RFO)

🕒 Applications must be returned by 26 July 2024

Pytchley Parish Council

Pytchley is a village three miles South-West of Kettering, with approximately 500 residents.

The Parish Council comprises nine Councillors and meets eleven times per year (normally the first Thursday of the month, excluding the month of August) at the Pytchley Village Hall.

Historically the precept has been c. £13,000 p.a. but in view of the current financial environment, the precept has been reduced to £10,000 p.a. for each of the past two years.

The role

The role of Parish Clerk and RFO includes:

- ensuring the Council is acting within current regulations and guiding councillors on legislation and compliance matters;
- compiling and publishing meeting agendas, minuting meetings, timely production and publication of those minutes and implementing the agreed council decisions;
- monitor and balance the Council's accounts, prepare quarterly budget monitoring reports, manage all bank accounts, reclaim VAT, and prepare all records and documents for internal and external audit purposes;
- proactively advise and propose considerations for council;
- advise where necessary on proposed courses of action;
- liaising with stakeholders such as North Northants Councillors & administrative staff within North Northants Council;
- responding to correspondence and emails on behalf of the Parish Council;
- interact with members of the public with sensitivity and respect;
- placing orders for services agreed by the Parish Council;
- ensuring that the Parish Council's website and Facebook page is maintained and updated;
- to attend training or seminars on the work and role of the Clerk/RFO as required by the Council, at the Council's expense.

Person specification

Must have:

- high levels of literacy and numeracy skills, be computer literate and proficient in the use of Microsoft Office products, in particular Word and Excel;

	<ul style="list-style-type: none"> • be well organised, capable of working independently and using own initiative, have the ability to prioritise workload and work within agreed and legal timeframes; • excellent interpersonal skills; • be trustworthy with confidential information; • be able to attend evening meetings and demonstrate flexibility around the Council’s requirements. <p>Reliable internet access is essential.</p> <p>Ideally, we are looking for a CiLCA qualified, or part-qualified, person; however non-qualified candidates will be considered.</p> <p>Ongoing training and Continuing Professional Development will be provided.</p>
Hours	This is a permanent, part-time role at 30 hours per month (to be worked flexibly) with paid overtime as required.
Holidays	In addition to normal bank and public holidays, there are 23 working days’ leave each calendar year plus 2 extra statutory days - pro rata.
Remuneration	Salary is paid at NCALC scale LC1 SCP 13–17 being £12.97 - £14.95 per hour (pay award pending), depending on experience and qualifications.
	All reasonable travel expenses will be reimbursed.
Location	Based at home but must be able to attend Parish Council meetings normally held in Pytchley Village Hall on the first Thursday of the month starting at 7pm, plus quarterly meetings with the Internal Controls Officers at 6:30pm immediately prior to the Parish Council Meeting.
	Additional ad hoc meetings (typically once per month) with the Chair and/or other Parish Councillors in Pytchley.
	A laptop and printer and associated consumables will be provided.
Application	If you are interested in joining us, we are keen to hear from you.
	Please send applications via email with a covering letter to the Clerk for Pytchley Parish Council at clerk@pytchleyparishcouncil.org.uk detailing how your relevant skills and experience will contribute to the effective operation of the Council.
	The Application Form is available to download on Pytchley Parish Council’s website www.pytchleyparishcouncil.org.uk
Deadline	The deadline for applications is 12pm on Friday 26 July 2024.
	Preferred start date 1 September 2024.