

Wingerworth Parish Council
Vacancy for a Part-Time Parish Clerk and Responsible Financial Officer
26 hours per week - Grade NJC SCP 33 £39,493 per annum, pro rata (£20.47 per hour)

Overview: Wingerworth is a large village on the outskirts of Chesterfield in the district of North East Derbyshire, the population was 6,533 at the 2011 census.

The Council is made up of 14 Councillors and meets monthly, on the second Thursday of the month (with the exception of August). The Council are dedicated to making Wingerworth a better place to live.

The appointed Clerk will also act as the Council's Responsible Finance Officer (RFO).

The Council own and maintain a number of premises and facilities, including a newly refurbished Parish Hall, two pavilions, three recreation grounds, play equipment, ponds, tennis courts and a bowling green.

The role: The Clerk/RFO is the Proper Officer of the Council, and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk has overall responsibility for all administrative requirements in relation to Council finances, services and activities and executes all aspects of Council business. This includes attending meetings, minute taking, events management support, controlling statutory and financial records, and ensuring that all legal requirements are met within prescribed time limits.

The Clerk is expected to advise the Parish Council on, and assist in the formation of policies, and to produce all the information required for effective decision making, and implementing all decisions.

The Clerk will be the main contact point on all Council matters.

Requirements: The ideal candidate will be CILCA qualified, and have significant experience in management with a financial background.

The post requires good organisation and communication skills and it would be advantageous to have previous knowledge using a variety of IT systems, including Microsoft Office, 2Commune website, social media platforms and Scribe systems (accounts and bookings).

The Clerk will be responsible for the management of staff and resources, including Council premises and facilities.

Working arrangements: The role is for 26 hours per week primarily based at the recently refurbished Parish Hall. The role requires flexible working, with some evening and weekend cover required, in addition to attending meetings of the Council and Committees in the evening.

Core working hours and days to be agreed with the post holder.

Application: A full job description and person specification for the role is available from the Clerk clerk@wingerworthparishcouncil.gov.uk

Please forward your curriculum vitae, along with a covering letter to include two referees for the attention of the Clerk to; Wingerworth Parish Hall, New Road, S42 6TB or email to clerk@wingerworthparishcouncil.gov.uk

If you would like more information please email the Chair; Cllr Anne Knyhynyckyj anneknyhynyckyj@wingerworthparishcouncil.gov.uk or the Clerk clerk@wingerworthparishcouncil.gov.uk

Closing Date: Friday 17 February 2023 (5:00pm)

Interview Date: Thursday 2 March and Friday 3 March 2023