



PETERSTON-SUPER-ELY-COMMUNITY COUNCIL

CLERK TO THE COUNCIL – JOB SPECIFICATION

Many thanks for expressing your interest in applying for the role of Clerk and responsible Financial Officer to the Peterston super Ely Community Council.

We are a friendly and busy Council that would warmly welcome the job holder into our team.

The responsibilities of the Clerk include:

- **Council and Sub Committee Meetings:** working with the Chair in producing meeting agendas, taking and producing minutes. Actioning the Council's decisions.
- **Communication and information dissemination:** first point of contact for the Council, liaising with outside bodies, managing Council correspondence so that issues are dealt with by the appropriate person (either within or outside the Council).
- **Policies and procedures:** researching and advising on Council policy and procedures and other governance issues.
- **Grants:** applying for grants and funding to support the work of the Council where applicable.
- **Finance:** Responsible Finance Officer tasks include preparing, monitoring and reporting on the budget, paying invoices, banking, insurance renewal, preparing end-of-year accounts and audit packs.
- **Churchyard:** allocation of plots for burials and internment of ashes; keeping appropriate record of plots; organising the maintenance of the churchyard grounds.

Competencies, qualifications and experience

Attention to detail and ability to work hard, be flexible and aim for the highest standards is important. Formal clerking qualifications are desirable, but not essential. Previous experience of working in local government, especially in a Town or Community Council environment would be desirable, but not essential. The post holder must be willing to learn and develop professionally (including undertaking any required training).

The post holder will work primarily from home, except when attending Council meetings, which are held at the Village Hall in Peterston-super-Ely once a month during the evening.



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Salary and Working Hours

- Salary LC1 Spinal Points (SCP 7-15 £12.63-14.45)
- Starting salary dependent on competence, qualifications and experience
- Hours vary but will be on average approx. 25-30 hours a month
- Permanent contract with the opportunity to join the Local Government Pension scheme. Council: Peterston super Ely Community Council

Applications

Please send your CV, along with a covering letter to: council@peterstonsuperely.org

Closing Date:

27th October

Consideration of applications:

W/C 28th October

Interviews:

W/C 4th November

Starting Date

The starting date for the new Clerk will be decided with the Council and the successful candidate. Prior to starting formally, the Council would like the successful candidate to attend the November Council meeting alongside the existing Clerk, if possible, on the evening of on **Monday 11th November 2024** (as an observer). The Council will be looking for the successful applicant to have any necessary handover meetings (dates to be confirmed), between then and the formal start date.