

Bovingdon Parish Council

Memorial Hall
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www: <https://www.bovingdonparishcouncil.gov.uk>



ADVERTISEMENT FOR POST OF CLERK TO THE PARISH COUNCIL/RESPONSIBLE FINANCIAL OFFICER

Applications are invited for the post of Clerk to the Parish Council/Responsible Financial Officer.

Full Time Equivalent Salary: Starting at Local Government Scale SCP 30 to 34 (£36,298 to £40,478 pa) this may be increased depending on qualifications and experience.

Hours: 30 hours per week to include evening and event work

Other Benefits include: 8 days, paid holiday/year plus further 2 statutory days
Annual leave entitlement 22 days (increased to 23 days on 1st April 2023)
Options to join a Pension Scheme based on 10% contribution like for like
Pro-rated based on salary and these full-time entitlements

The Parish of Bovingdon is a large village in the south of the borough of Dacorum. With a settlement population of around 5,000. It is situated approximately 25 miles (30km) north west of London.

The Parish Council has ten Councillors and is actively involved with a number of important projects aimed at improving the infrastructure, wellbeing and character of the village. Bovingdon is working to complete its Neighbourhood Plan and over the next few years its population is expected to grow in size owing to ongoing development sites held in the Dacorum Borough Council Local Plan.

We are seeking a Parish Clerk/RFO with the vision and skills to work proactively for the benefit of our Parish and its residents. They will be required to complete a probationary period after which there may be further opportunities for advancement. They should hold, or work to attain, the Certificate in Local Council Administration (CILCA).

They will be responsible for managing the day to day business of the Council, including the production of agendas and minutes for all Council meetings and committees, liaising with outside bodies, as well as providing advice and implementing the Council's decisions. A knowledge of the workings of local government is essential.

The post holder will also be responsible for all the financial transactions and records of the Council and the administration of its finances. They will also have overall responsibility for the management of the Parish's Memorial Hall, all Health & Safety aspects of the Parish Council and for the management of Staff.

Applicants should have excellent communication and organisational skills, a sound financial background including the knowledge of accounting packages. To be successful in this role, applicants will offer an outgoing, approachable and supportive personality with a dynamic way of thinking.

If you would like more information or an informal discussion, please feel free to contact Mike Kember, Parish Clerk on 01442 833036 or parishclerk@bovingdonparishcouncil.gov.uk

Job Description, Person Specification & Application Form at <https://www.bovingdonparishcouncil.gov.uk>

Deadline for applications is Friday 28th April 2023. For Appointment in mid-May 2023