



Job Advert Napton on the Hill Parish Council

The Parish of Napton on the Hill has just over 1100 electors, 6 Councillors and a precept of approx. £49,000. The Council meets monthly throughout the year.

Napton is a village with a strong community spirit and a wide range of groups and organisations. We are looking for someone to join our forward thinking team to be responsible for the Council's administrative and financial processes.

The role is part-time 14 hours per week and will be home based. Hours can be flexible but some evening and weekend working will be required. Salary will be NJC Scale LC1/2 scale points 13 – 23 (£11.76 to £14.42 per hour), starting point depending upon experience, CiLCA qualification and transferable skills.

Job Description:

To carry out the administrative and clerical functions of the Parish Council and as Responsible Finance Officer, manage the Council's finances.

Duties as Parish Clerk include:

- Administration of Parish Council meetings including preparation of agendas, notices of meeting, minutes and follow up actions;
- Managing the Council's response to planning applications;
- Managing Council correspondence and emails;
- Administration of the village allotments;
- Organising regular inspection and maintenance of the village play areas;
- Maintaining the Parish Council website;
- Preparing reports and briefing Councillors

Duties of Responsible Finance Officer include:

- Financial control of income and expenditure including payment of approved invoices and VAT reclaims
- Preparation of annual budgets and year end accounts,
- Submission of accounts for internal and external audit,
- Producing quarterly figures and budget comparison;
- Payment of the Clerk's salary and any pension contributions via on line systems

Candidates should possess a high standard of oral and written communication skills and be proficient in Microsoft Office. They should be proactive, capable of working independently without supervision and have the ability to deal with a range of issues. Good interpersonal skills are key. Experience in a similar role or knowledge of local government would be an advantage. Experience of website maintenance and the use of finance software is preferable although training will be provided if necessary.

Napton Parish Council is striving to be as diverse and inclusive as possible and we welcome applications from all sections of the community irrespective of race, age and cultural or sexual identity.

Deadline for applications is Friday 4th March 2022.