

BIBURY PARISH COUNCIL

Part Time Clerk/Proper Officer/Responsible Financial Officer

Bibury Parish Council (Gloucestershire) is seeking to appoint a part-time Clerk/
Proper Officer/ Responsible Financial Officer.

Hours per week: Part-time: 7 hours per week

Responsibilities:

The Parish Clerk is a key role that is responsible for the administration, organisation, and management of the Council's resources.

Typical work includes:

- Organising Council meetings in co-ordination with the Chairman and Councillors.
- Notices, Agendas, Minutes, Action Plan, Financial Management and attendance at meetings.
- Routine and sometimes more complex planning matters.

This is a home working based role with attendance at *meetings, normally held in Bibury Village Hall. *The position requires some evening working to accommodate meetings (normally the 2nd Tuesday of each month).

Hours and Salary:

- **Part-time: 7 hours per week.** Pay scale is LC2 (SCP 18-23) £15.84 - £17.29 per hour (Full Time rate based on a 37 hours per week - £30,559 - £33,366), depending on experience. Plus a Home Working Allowance at £26 per month.

Person Specification:

Bibury Parish Council is looking for a highly motivated, organised, and committed person with an interest in the local community. The candidate should also be someone who has experience in efficient administrative practices and understands financial management.

Experience in local government or town/parish council work is desirable but not essential. Applicants need to be enthusiastic, flexible, and community-focused with a hands-on style and with sound administrative, interpersonal, and IT skills in order to work successfully with Councillors, external stakeholders & organisations, and community groups.

Candidates will be expected to hold CILCA (Certificate in Local Council Administration) or be prepared to study for the qualification and obtain it within two years. Training will be provided.

Start Date: April 2025 Training and an handover period will be provided.

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	Essential	Desirable
Education	<ul style="list-style-type: none"> • Willingness to undertake ongoing development training, including formal qualifications relevant to the job including completing the Certificate in Local Council Administration within 2 years of starting. • Holds or is working towards Certificate in Local Council Administration (CiLCA) or equivalent. • Good general education 	<ul style="list-style-type: none"> • 5 GCSEs, including English and Maths and/or A levels. • Professional Qualification relevant to the job
Work Experience	<ul style="list-style-type: none"> • Competent use of Microsoft Office 365, Outlook, Word, and Excel. • Familiarity with formal meetings, their procedures, minutes, and subsequent actions • Dealing with the public especially dealing with concerns and complaints • Dealing with sensitive issues • Familiarity with basic accounting procedures including preparing and monitoring budgets. 	<ul style="list-style-type: none"> • Local Government Experience • Facilities management • Managing a Community Centre Trust. • Project Management • Writing grant funding applications • Partnership working • Health and Safety at Work • Working with Councillors

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How To Apply:

An application pack and supporting information can be obtained from the Council's website at www.biburyparishcouncil.gov.uk or by emailing the Clerk at clerk@biburyparishcouncil.gov.uk

Although CVs are welcomed, only signed applications submitted using the Council application form will be considered.

The closing date for applications is **4pm on Friday 7th March 2025** and interview dates will be confirmed.