

# Elm Parish Council

Locum Clerk: Dave Gibbs  
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## **Applications are invited for the position of Clerk and Responsible Financial Officer**

Elm is the largest of the Fenland parishes, with a population of over 4000. The parish comprises the villages of Elm, Fridaybridge, Coldham, the hamlet of Rings End and numerous isolated dwellings, spread over almost 6000 hectares.

There are 12 positions on the Council, representing three wards, and meetings take place every month in the Parish Office in Begdale Road, Elm. The current membership includes a balance of experienced and newly-appointed Councillors, providing the new Clerk with an opportunity to contribute to the establishment of a strong team ethos.

The Clerk is responsible for ensuring that the Council as a whole conducts its business properly, providing independent, objective and professional advice and support. You will prepare agendas for all meetings of the Council, attend the meetings and record accurate minutes of the proceedings. You will provide all necessary administrative support to the Council and its members to enable them to perform their function effectively. As Responsible Financial Officer, you will manage the administration of the Council's finances, preparing budgets, monitoring expenditure, producing accounting statements and supporting the annual audit process. Finally, you will be responsible for the administration of the Elm Cemetery and appropriate training is available for this and other aspects of the role.

The role of Clerk and Responsible Financial Officer is a part time permanent position working 50 hours each month. You will be expected to work from home, for which a home working allowance is payable. You will also have the option of working in the Parish Office in Begdale Road, Elm, from time to time. A laptop computer and other office equipment will be provided. The salary scale applicable to this post is SCP 24-28 on the new scale, calculated as £14.46 to £16.26 per hour, pay award pending.

The ideal candidate will be a CiLCA qualified Parish Clerk or a person willing to work towards this qualification, with a working knowledge of local government policy and procedures, excellent communication skills, a high level of IT expertise and the ability to be flexible with regard to the needs of the job.

For further details and an application pack, please contact the Locum Clerk. The closing date for applications is 18 September. Interviews will take place during the week commencing 28 September.