Hawkhurst Parish Council

Job Title:	**Deputy Clerk and RFO**
Salary:	**£18,000 - £23,000 full time annual salary (pro rata for 15 hours per week). Position on scale depending on experience**
Contract:	**Permanent**
Hours:	**15 hours per week**
Location:	**The Office at the Moor, Hawkhurst, Kent, TN18 4NT**
Start date:	**As soon as possible.**

About us

Hawkhurst Parish Council has 13 councillors representing around 5,000 residents. The Parish Council plays a vital role in representing the interests of the residents and communities we serve and improving the quality of life in the parish. We have a fantastic opportunity for a new Deputy Clerk and RFO who will be accountable for all the financial aspects of Hawkhurst Parish Council.

The role

The Deputy Clerk will be the Responsible Financial Officer (RFO) of the Council and will serve or issue all the notifications required by law of a local authority's RFO. You will be required to deputise for and support the Parish Clerk as and when required.

As the Deputy Clerk and RFO you will confidently provide sound financial advice, ensuring accurate, timely and appropriate financial information/accounts are prepared and implemented for the Council to facilitate Council decision making and satisfying audit requirements of the auditor appointed by the Council.

What you will be doing

You will monitor compliance with relevant financial regulations to ensure the Council is meeting its financial legal obligations and ensure the financial procedures are professional, fit for purpose and comply with financial regulations and audit requirements. You will prepare, track, and manage the Council's annual budget and maintain the Council's finances on a day-to-day basis, which will include invoicing, banking receipts and carrying out monthly reconciliations of payments and receipts against the Council's bank statements. As Clerk and RFO you will prepare accurate financial reports on a monthly basis with analysis of financial trends including projections for various Council projects and policies. You will liaise with the Parish Clerk and administrative support to ensure that all financial information is accurately entered and recorded on the Council's IT systems in a timely manner.

About you

This role will be based at the Parish Council office in Hawkhurst but will be required to travel around the parish and visit Council properties as and when required, so being a car driver will greatly facilitate this.

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You will have Relevant financial experience/qualifications and be working towards acquiring a Certificate in Local Council Administration (CiLCA). The Parish Council are happy to provide support for training as necessary.
Working with Councillors, office colleagues and dealing with residents in a local government setting or similar is integral to everything we do so experience, and strong interpersonal skills are key to the successful delivery of the Council's objectives.

You will have demonstrable experience of the successful delivery of work objectives, preferably as a RFO Deputy Clerk or similar in local government or similar public organisation. Inclusion, diversity, and equality are close to our hearts, and we would welcome your commitment as we create an inclusive environment for everyone through our policies and procedures.

Effective written, oral communication, analytical and organisational skills are fundamental to ensure effective delivery of duties. A clear understanding of local service planning and of budget/resource management are fundamental to the role.

To apply

If you would like to apply for this role, please click here https://worknesthr.livevacancies.co.uk/#/job/details/65 to begin your application or contact Katherine Mitchell at clientrecruitment@worknest.com You'll be asked to submit a CV and a supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

Please note that the supporting statement is an important part of the application and will be assessed as part of your full application. Hawkhurst Parish Council will only accept applications with a supporting statement.

Please provide details of two professional referees together with a brief statement of their relationship to you and over what period they have known you. Referees **will not** be contacted without your prior consent.

Closing date: Midday on Monday 27th March 2023

Hawkhurst Parish Council is committed to equal opportunities and welcomes applications from all sections of the community.

No agencies please.