



## Clerk to the Council & Responsible Financial Officer

Applications are invited for the post of Clerk & Responsible Financial Officer (RFO) to Holme Valley Parish Council.

You will be a highly motivated, enthusiastic individual who ideally has experience working within a local government environment. The Council covers the Holme Valley area of Kirklees, including the main town of Holmfirth and village of Honley, in West Yorkshire.

The salary is in accordance with the Local Government National Joint Council LC2 (Above Substantive) Scale Point range 35-38 (pro rata) and dependent on experience. The position is part time, 32 hours per week (minimum) which includes evening meetings (mainly on Mondays), but some flexibility in day-time working hours.

The Clerk is accountable to the Council for the management of its resources and ensures that the legal, statutory and regulatory provisions applying to the Council's activities are observed.

You will have good organisational, management and communication skills, you will be able to work efficiently and effectively under pressure, and on your own initiative. You will have financial, legal and administrative skills, and be computer literate. You will preferably have a Certificate in Local Council Administration (CiLCA) or must be prepared to train towards becoming a qualified Clerk and achieving CiLCA.

The Clerk/RFO is supported by an Administrative Support Officer, both based at the Council Office, within Holmfirth Civic Hall; the Office is open to visitors from 10am to 3pm on Tuesdays and Thursdays.

The main duties of the Clerk/RFO are:

- Implementation of the Council's agreed actions.
- General management of the Council's assets (which include Holmfirth Civic Hall, Holmfirth public conveniences, a closed churchyard, allotments, adopted phone boxes, seats, stone shelters and memorials).
- Responsibility for the Council's finances (day-to-day and year-end). The current precept (parish council element of the council tax for 2018-19) is £224,132.
- Setting meeting agendas and taking minutes for the Council and its committees.
- Updating policies and procedures in line with current legislation and following advice from advisory bodies to the sector.
- Dealing with correspondence by e-mail and post.
- Supporting the Council's work on community asset transfers and the development of a Neighbourhood Plan
- Liaising with community groups, and officers and councillors of Kirklees Council.
- Responsibility for the Council's website and social media accounts.

Full details of the vacancy and the application form are available to download from the home page of the Parish Council's website [www.holmevalleyparishcouncil.gov.uk](http://www.holmevalleyparishcouncil.gov.uk)

If you would like to discuss the role before applying, please contact the Clerk by email initially, providing a phone number on which you can be contacted and when would be most convenient (daytime, evening or weekend). The Clerk or a Member of the Council involved in the recruitment process will then phone you back, at your convenience.

Completed application forms should be sent to the Clerk by email (only) to [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk) and CVs will not be accepted.

**The closing date for applications is 3pm on Friday, 21 December 2018. Those shortlisted will be informed by Friday, 4 January 2019 and if you have not been contacted by that day, please assume you have not been shortlisted.**

Interviews will be held on Wednesday, 9 January 2019 where possible.