

Alvington Parish Council Parish Clerk and Responsible Financial Officer

Alvington Parish Council is seeking a dedicated, organised individual with a passion for community involvement to take on the role of Parish Clerk and Responsible Financial Officer (RFO).

Alvington is a picturesque parish located in the Forest of Dean district of Gloucestershire. With a population of approximately 500, our community is very special, and the Parish Council strives to play a central role in community events and discussions. Our annual precept amounts to approximately £10,000, and we oversee several important community assets, including the Sports Field, churchyard and two play areas.

We now seek a candidate who can work well with a vibrant and active set of councillors, with a relaxed meeting environment where we welcome comment and participation from the local community.

If you are a proactive individual who likes finding solutions to the varied challenges we face as a community, whilst also working closely with eager volunteers whilst ensuring the key expectations, standards, and behaviours which residents should expect of us are maintained to the highest level, then we would be extremely keen to speak with you. We hope you will find Alvington's Council ambitious for its community, welcoming of diversity and robust in ensuring the highest standards of public life are maintained. We work closely with our District and County Councillors and look forward to exploring how you could contribute to our team. We look forward to your application.

Key Details

National Joint Council salary. Starting at grade 7 (currently £13.26 per hour) and potentially progressing to grade 12 (currently £14.36 per hour).

6 hours per week, all year round, permanent (subject to probationary period). This includes one meeting per month for ten months of the year (excluding August and January), and dealing with emails at least twice a week.

Responsibilities for this position encompass maintaining financial records, bookkeeping, administrative tasks, agenda preparation and minute-taking during meetings. The role also involves providing procedural and legal guidance to councillors. For a detailed job description and specification, please visit:

While prior experience in local government or parish council work is not mandatory, it would be a big advantage.

Person Specification

Candidates should be able to demonstrate:

- **Excellent communication skills:** A crucial aspect of this role is interacting with the public, Councillors and representatives of Forest of Dean District Council and Gloucestershire County Council
- **The ability to manage finances:** The clerk is responsible for managing the Council's finances. Basic Excel and numeracy skills, and an ability to manage and report budgets are key to this role.
 - Preparing accounts and VAT records
- **Work collaboratively as part of a team:** Alvington Parish Council operates as a close-knit team. The ability to collaborate effectively is key to success.

- Treat people with respect
- Work on own initiative
- Pay attention to detail and accuracy.
- Manage conflicting demands whilst meeting deadlines.
- **Ensuring efficient administrative practices:** Ensuring the Council upholds the required standards is vital:
 - Proven administrator
 - Organising meetings and writing minutes.
 - Dealing with correspondence.
 - Effective & efficient use of resources.
 - Prepared to work towards the Certificate in Local Council Administration
- **Presentational skills:** Helping prepare fliers and leaflets to ensure residents are well informed is a key part of the role. Proficiency in computer skills is essential.

To apply, email your CV and a cover letter of up to two sides explaining how you meet the five points raised in the **person specification** to alvingtonclerk@outlook.com

The application deadline is Friday, 17th January 2025. Interviews will be held on Friday 24th January. (If this doesn't suit, please flag this up when applying and we will do our best to find an alternative.)

A final decision is expected by the end of January. The successful candidate will commence their role with a transition period alongside the current Parish Clerk.

For informal inquiries or discussions, please contact Richard Heys, Alvington Parish Council Chairman, at clrrichardheys@gmail.com

Alvington Parish Council is committed to promoting equal opportunities and encourages applications from individuals across all segments of the community. We are open to discussions with candidates who may not possess all the requisite experience but are eager to develop their skills.

If you require reasonable adjustments during any part of the recruitment process, please do not hesitate to let us know.