

Lyminge Parish Council: Job Advert:

Position	Deputy Clerk/RFO
Location	Hybrid – Home and parish based
Salary	SCP 13-17 dependent on experience
Hours	10 hours per week, plus occasional overtime for attending evening meetings.
Contract	Permanent
Closing Date	20.01.25 noon

About Us:

The Parish Council is seeking an experienced, proactive, and highly skilled Deputy Clerk/RFO to join our team. This is a key role within the Parish Council, offering an exciting opportunity for an individual with experience in project management, finance, and local government. The successful candidate will work closely with the Parish Clerk to support the efficient running of the Council, including managing projects, overseeing financial matters, and assisting with general administration.

Role Overview:

The Deputy Clerk/RFO will support the Parish Clerk in delivering the full range of functions for the Parish Council, including administrative, financial, and governance tasks. The successful candidate will have the opportunity to develop their skills in local government and play a key role in supporting the delivery of services and projects that benefit the local community.

Key Responsibilities:

Project Management:

- Lead, coordinate, and manage a range of Parish Council projects from start to finish, ensuring they are completed on time, within budget, and to the required standards.
- Work with the Parish Clerk and Council members to identify, plan, and implement community projects and initiatives.
- Monitor project progress, prepare reports, and provide updates to the Parish Clerk and the Council as required.
- Identify potential risks or issues in projects and take proactive steps to resolve them.
- Develop and manage project budgets, ensuring that costs are controlled and any necessary funding is sourced.

Financial Management:

- Assist in the preparation and management of the Parish Council's budget, ensuring effective financial control and reporting.
- Oversee and monitor expenditure, ensuring compliance with financial regulations and policies.
- Prepare financial reports, including income and expenditure statements, and provide advice to the Parish Clerk on financial matters.

- Assist with grant applications, fundraising initiatives, and financial planning for specific projects.
- Liaise with the external auditor to ensure all financial records are prepared accurately for audit.

General Administrative Support:

- Provide day-to-day support to the Parish Clerk in all aspects of Council work, including preparing agendas, reports, and minutes for Parish Council meetings.
- Assist in the management of Parish Council correspondence, including responding to emails, phone calls, and general inquiries.
- Help ensure compliance with legal and regulatory requirements in the operation of the Council.
- Maintain accurate records and documentation for all Council activities, including project files, financial records, and meeting minutes.
- Assist in the management of the Council's website, social media, and communications materials.
- Represent the Parish Council at public events and meetings as required.

General Duties:

- Act as a point of contact for Councillors, residents, and external partners.
- Assist with managing relationships with contractors, suppliers, and service providers.
- Provide advice and support to the Parish Council and ensure that decisions are documented and implemented effectively.
- Keep up to date with relevant legislation, best practices, and local government policies.

Skills and Experience Required:

- Project Management: Proven experience in project planning, implementation, and delivery, ideally within a local government or community-based setting.
- Finance: Experience in managing budgets, preparing financial reports, and financial planning, with a solid understanding of financial controls.
- Strong organisational and time-management skills, with the ability to manage multiple tasks and priorities effectively.
- Excellent written and verbal communication skills, with experience in report writing and presenting information clearly and concisely.
- Ability to work independently and as part of a team, with a proactive, solutions-focused approach.
- Good knowledge of Microsoft Office (Excel, Word, Outlook), financial software, and other office systems.
- Understanding of local government structures, procedures, and regulations (desirable but not essential).
- Ability to maintain confidentiality and handle sensitive information appropriately.

Desirable Attributes:

- Experience with grant applications and fundraising.

- Understanding of local community issues and a passion for improving services and facilities for residents.
- Willing to take on further training to increase knowledge and skillset.

Qualifications:

- CiLCA qualified or willing to work towards the qualification.
- A relevant finance qualification or experience in managing financial processes is desirable.
- Local government experience or experience working within a public service environment is highly beneficial.

How to Apply:

Please submit your CV along with a cover letter outlining your suitability for the role to clerk@lymingeparishcouncil.org.uk. The closing date for applications is noon on 20th January 2025. Interviews will be held on a rolling basis and we reserve the right to bring forward the deadline should a suitable applicant be found.

We are an equal opportunities employer and welcome applications from all sections of the community.