



South Stoke Parish Council
13 Wallingford Road, South Stoke, Reading, RG8 0JD
Clerk@SouthStoke.org.uk

STAFF VACANCY

Clerk & RFO

The Parish of South Stoke is located in the District of South Oxfordshire, within the Chilterns Area of Outstanding Natural Beauty (AONB) with an Electoral Roll circa 400.

South Stoke Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer (RFO). The post is part time, 35 hours per month. Working mainly from home, the hours of work are flexible except for attendance at predominantly evening meetings. There are six elected Parish Councillors, who work voluntarily and our Clerk's pay scale is typically NJC Scale LC2 (18-23). Salary is dependent upon qualifications and experience.

The successful candidate will be CiLCA-qualified or willing to work towards the qualification. The candidate must be IT literate and must be able to store Council equipment and files securely at their home address and be available to attend Council meetings in the evening, generally the third Monday of each month at 7:30pm, plus other committee meetings.

Candidates must possess a high standard of oral and written communication skills, be proficient in Microsoft Office software (particularly Word and Excel), be capable of working independently and have the ability to deal with a range of issues. Local knowledge is an advantage as with South Stoke being a small community the majority of work is on local issues. Starting date [ASAP, but no later than 21st June] to allow for briefing, handover and transport of materials from the current Parish Clerk.

Duties will include:

- Managing the meetings of the Council including preparing the Agenda, taking the minutes, monitoring actions and decisions
- Ensuring planning applications are considered, and submitting responses to the District Council
- Managing the Parish Council's finances, preparation of accounts and reconciliation, payroll and PAYE, payment of invoices, banking, end of year accounts, submission of accounts for external audit, VAT reclaim, preparing for budget review and precept
- Dealing with a variety of correspondence and public notices

The application form & job specification are available from: Clerk@SouthStoke.org.uk, and on the village website www.SouthStoke.org.uk, under vacancies.

Closing date for Applications, nominally 21st May 2021, the council reserves the right to extend this deadline if no suitable candidates come forward. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. For more information or to discuss the role in more detail, contact the Parish Clerk (contact details above). Applications should be marked confidential and for the attention of the Parish Clerk.