

Kibworth Joint Recreation Committee

Clerk & Responsible Financial Officer

VACANCY

Due to the retirement of the present postholder, applications are invited for the post of Clerk and Responsible Financial Officer to the Kibworth Joint Recreation Committee.

Overall responsibilities

To provide clerical support to the Committee, implement its decisions and monitor the play areas and recreation grounds for which it is responsible.

Responsibilities include:

- Weekly safety inspection of play areas and recreation grounds.
- The preparation of meeting agendas, attendance at meetings and the taking of minutes of meetings.
- Keeping accurate financial records, banking, invoices, and payment of accounts including budget proposals.
- Liaising with auditors and preparing end of year accounts.
- Acting on the decisions and resolutions taken at meetings.
- Dealing with correspondence from councillors, members of the public and external organisations.
- Liaising with contractors and suppliers.

Qualifications

- Good communication skills both written and verbal.
- Good IT skills including MS Excel.
- An understanding of basic accounting processes.
- Ability to work on their own.
- Knowledge of the area would also be an advantage.

The Clerk will work from home on a self-scheduling basis but will need to work some set hours to cover meetings which are held in the evening about six times per year. The total hours will average out at 10 hours per week.

Training will be offered. Salary will be based on local government pay scales, depending on qualifications and experience within the National Joint Council for Local Government Services pay scale LC1 15 - 19 (£17,972- £19,446) pro rata. The Kibworth Joint Recreation Committee is an Equal Opportunity Employer.

Ideally, the successful applicant should be available to commence work on 1st May 2019.

Application by CV

For further information, full job description & personnel specification contact the current clerk - contact@kjrc.org.uk or 07825 779725.

Closing Date for applications: 1st April 2019

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JOB DESCRIPTION

- Preparation of meeting agendas, and the taking of minutes of meetings
- Attendance at meetings of the committee and other meetings when required
- Weekly inspection of play areas and recreation grounds
- Keeping accurate financial records, banking, invoices and payment of accounts
- Setting the committee`s budget in partnership with members, liaising with auditors and preparing end of year accounts
- Acting on decisions and resolutions taken at meetings
- Dealing with contact made by parishioners/members of the public
- Dealing with correspondence from councillors, and external organisations
- Liaising with contractors and suppliers
- Informing the Chair and councillors of any issues that arise between scheduled meetings
- Maintaining and updating the committee`s plans, policies, procedures and risk assessments
- Liaising with the clerks of the parish councils
- Liaising with other tiers of local government
- Undertaking appropriate training
- Any other duties within the purview of the role

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PERSONAL SPECIFICATION

SKILL	ESSENTIAL	DESIRABLE
Interpersonal skills	Ability to liaise with a range of people both from within and external to an organisation.	Experience of liaising with members of the public, contractors and suppliers face to face or by telephone
Written skills	Good standard of written English, a pass at GCSE or above. Able to deal with and respond to correspondence and emails.	Experience of minute taking, creating agendas and minutes.
Organisational skills	Ability to work without direct supervision. Ability to organise work schedules and deadlines. Ability to maintain appropriate records.	Previous experience of a self-directed work situation.
IT skills	Good IT skills including MS Excel.	IT qualification
Accounting skills	Understanding of basic accounting processes	Previous experience of maintaining financial records, preparing accounts for audit and preparing budgets.
Data Management skills	Understanding of the role of Data Manager	Some knowledge of the principles of GDPR.
Knowledge of the local area		Some knowledge of the local area.

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GENERAL INFORMATION

The Kibworth Joint Recreation Committee manages the recreation and play areas in Kibworth Beauchamp on behalf of Kibworth Beauchamp and Kibworth Harcourt Parish Councils. The Committee also has oversight of the West Langton Road allotments. The Committee's work is funded by the two parish councils.

It is made up of seven councillors, four from Kibworth Beauchamp and three from Kibworth Harcourt, appointed by the Parish Councils. They report back to their respective councils on a regular basis.

The Committee meets at Kibworth Community Library, usually on alternate months. All meetings are open to the public and are conducted according to Local Government procedures.

Kibworth Beauchamp Parish Council owns the Smeeton Road recreation ground and, jointly with Kibworth Harcourt Parish Council, the Warwick Road playing fields and recreation area. There are two smaller areas of green open space in Larkwood and Rookery Close which are owned by Kibworth Harcourt Parish Council.

Further information, including policy documents and details of previous meetings, is available from this webpage - <https://www.kibworthbeauchampparishcouncil.co.uk/recreation>

Please send your CV and covering letter by email to contact@kjrc.org.uk or post or deliver by hand to Kibworth Community Library in an envelope marked KJRC CLERK APPLICATION.

Closing Date – Monday 1st April 2019.