

## Job Vacancy

<b>Name of Council</b>	<b>Corby Glen Parish Council</b>
<b>Job Title</b>	Parish Clerk & RFO
<b>Vacancy Statement</b>	<b>Corby Glen Parish Council</b> has a vacancy for a Parish Clerk & RFO.
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• To ensure that statutory and other provisions governing or affecting the running of the Council are observed.</li> <li>• To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.</li> <li>• To ensure that the Council's obligations for Risk Assessment are properly met.</li> <li>• To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. *Other than where such duties have been delegated to another Officer.</li> <li>• *To attend all meetings of the Council and all meetings of its committees and sub-committees. *Other than where such duties have been delegated to another Officer.</li> <li>• *To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.</li> <li>• To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.</li> <li>• *To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.</li> <li>• To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.</li> <li>• To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.</li> <li>• To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.</li> <li>• To act as the representative of the Council as required.</li> <li>• To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the</li> </ul>

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	<p>Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.</p> <ul style="list-style-type: none"> <li>• To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.</li> <li>• To attend training courses or seminars on the work and role of the Clerk as required by the Council.</li> <li>• The Parish Clerk will be responsible for the management and upkeep of the parish website, ensuring it remains a reliable and accessible source of information for the community. This includes but is not limited to timely publication of meeting agendas, minutes and other statutory documents, as well as regularly reviewing and updating website content to ensure all information is relevant, accurate and up-to-date. The Clerk will monitor website functionality, co-ordinate with technical support when necessary, and make improvements to maintain good user experience, accessibility, and compliance with legal requirements</li> </ul>
<b>Salary</b>	Salary scale LC1 salary point SCP5 equivalent hourly rate £13.26
<b>Hours</b>	7 hours per week/month
<b>Place of work</b>	Work from home
<b>Please apply in writing to:</b>	
<b>Contact</b>	James Walsingham
<b>Position</b>	Chairman
<b>E-mail</b>	cllr-walsingham@corbyglen.com
<b>Telephone</b>	07480799366
<b>Closing date for applications:</b>	28 days after advert

Further information about this role can be found at: [corbyglen.com](http://corbyglen.com)

Prior to submission to LALC – which vacancy recruitment advertisement service do you want?  
 Yes Free – advert on LALC website/ ENews until closing date but may be extended.  
 Yes £80 – advert on LALC website, LCC website, LALC Facebook, LALC LinkedIn until closing date. The fee is payable again if re-advertised.

(please invoice [clerk@corbyglen.com](mailto:clerk@corbyglen.com))

Please email to [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk) or attach this to an enquiry in the LALC portal.