



Job Vacancy

Village Council Clerk and Responsible Financial Officer (RFO)

16 hours per week, £13,445 to £15,017 per annum (pay award pending)

Oxenhope Village Council is looking to appoint a Clerk and RFO to replace the existing post holder, who is leaving us at the end of August, after 6 years.

Overview

Oxenhope is a village in the Worth Valley with a population of around 2,700. The village is 2 miles from Haworth, 5 miles from Keighley, 7 miles from Hebden Bridge and 9 miles from Halifax.



Oxenhope Village, Worth Valley, West Yorkshire

About the role

The Clerk will: -

- Provide advice and ensure that the Council conducts its business lawfully.
- Ensure that meeting papers are properly prepared and correctly notified to councillors and the public.
- Implement the Council's decisions.
- Oversee implementation of projects.
- Supervise the Village Warden.
- Maintain asset registers and other documents.
- Manage the Council's income, expenditure and VAT returns as well as payroll and pensions submissions.
- Prepare annual accounts and governance and accountability returns.
- Participate in and support annual internal and external audit reviews.
- Keep up to date through training.

Requirements

- No formal qualifications are required at appointment, although the ideal candidate would have both management and financial experience, coupled with competence in the use of IT systems.
- An appointed candidate must attend any training considered essential to the role.

Working arrangements

- The role is part time - 16 hours per week.
- Days and hours worked are flexible.
- The appointed candidate will attend monthly meetings of Council, and occasional other meetings, which will entail occasional evening work.
- The role mostly involves working from home.
- IT equipment and phone provided.

Terms and conditions

- **£13,445 to £15,017 per annum**, based upon experience and qualifications (SCP 24 to 28 on the National Joint Council for Local Government Services pay scales – **2023/24 pay award pending**).
- Home working allowance of £25 per month.
- 7 weeks (112 hrs) annual leave.
- Membership of the local government pension scheme (wypf.org.uk)

Application

- For more details about the Council and the role, and to apply, please see oxenhopevillagecouncil.gov.uk/clerk
- For an informal discussion about the role please contact our Chair, Cllr Ken Eastwood, 07850 049 487
- The closing date for applications is **17:00 on Friday 30th June 2023**.