

Ixworth & Ixworth Thorpe Parish Council
Parish Clerk & Responsible Finance Officer

Ixworth and Ixworth Thorpe Parish Council are recruiting for a dual role as Clerk to the Parish Council and Responsible Finance Officer. We are a thriving village with a population of approximately 2,500 people.

To support the Parish Council as it continues with its statutory duties, we are searching for a friendly, professional and efficient colleague to join the team from May 2025.

This important role is broad in terms of its variation of activities where a summary of the duties include:

- Ensuring the Parish Council's compliance within all relevant legal and regulatory governance including advising Councillors on legislation and compliance matters
- Preparation and Publication of Parish Council meeting agendas
- Attendance at Parish Council evening meetings (at least monthly usually the 2nd Wednesday of the month plus additional meetings when required)
- Minute taking at the meetings
- Liaising with partners and stakeholders such as District and County Councillors and Suffolk Highways.
- Responding to emails and correspondence
- Maintaining and updating the Parish Council website.
- As the Responsible Financial Officer, the successful candidate shall oversee the daily administration of the Parish Council's finances and preparation of Annual Financial Audit.
- Act as line manager between Parish Council employees.
- Oversee the administrative tasks pertaining to burials in the Parish Cemetery for which the Parish Council are the Burial Authority.

Whilst the Certificate in Local Council Administration would be ideal for a candidate to have, it is not essential. The ability to learn quickly and work towards achieving the qualification would be acceptable. Any training requirements would be provided and funded by the Parish Council.

If unqualified, the Responsible Financial Officer role will be initially undertaken by another officer and can be taken over when training is in progress. Additional paid time will be given for formal training

The successful candidate will be expected to mostly work from home on a contract of 15 hours per week. A candidate living in close proximity to Ixworth and Ixworth Thorpe would be desired.

Salary: SCP 5-17 on the National Association of Local Council pay scales (dependant on experience and qualifications) which equates to 312.85/£15.87 per hour)

More information about the Council, Job Description and Person Specification is published on the home page of the Ixworth Parish Council website www.ixworthparishcouncil.gov.uk

Please contact the current Clerk, Mandy Adlington should you require further information or have any questions who can be contacted at clerk@ixworthparishcouncil.gov.uk

or

Ben Lord – Parish Council Chairman by e-mail (ben.lord@ixworthparishcouncil.gov.uk)

Applications for this role are to be submitted to Mandy Adlington, Parish Clerk by email – clerk@ixworthparishcouncil.gov.uk

Closing Date: 31 March 2025 with interviews to be held during April 2025.