

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby

The Bounty  
Godstone Green  
Godstone, Surrey, RH9 8DY

## Admin Assistant to the Parish Council

Telephone/Fax: 01883 744209

## Parish Clerk & Responsible Financial Officer

Godstone Parish Council is looking to appoint a Parish Clerk and Responsible Financial Officer (RFO) with the drive, determination and sound organisational skills to manage an interesting and varied workload.

### Responsibilities

- Serve as the Proper Officer of the Council, managing day-to-day administration.
- Prepare agendas and minutes for Council meetings.
- Implement Council decisions and resolutions.
- Maintain accurate financial records using Rialtas Accounting, set the budget in collaboration with the Council, prepare end-of-year accounts, raise invoices, manage payroll and VAT claims.
- Handle correspondence and maintain the Council's website, Social media platform and Parish Magazine articles.
- Ensure compliance with all statutory and regulatory requirements.
- Manage burial ground administration and records with professionalism and care.
- Manage assets, Health and Safety inspections and Risk Assessment reviews and records.

The position requires flexibility to meet the demands of the role. In addition to managing the day-to-day administration of the Parish Council, the Clerk will work closely with Councillors to plan and implement the aims and objectives of the Council. The applicant should have a keen interest in local affairs and an understanding of local issues.

### Location

Based at the Parish Office in Godstone, but travel to other parts of the parish will be occasionally required.

### Hours, Salary and Benefits

- Part-time position of between 15–20 hours per week to cover the office opening hours, monthly meetings and occasional additional events over the year as circumstances require.
- Starting Salary: SCP 24-32 range (£34,314 – £37,938 pro rata) depending on qualifications and experience.
- Benefits: Membership in the Local Government Pension Scheme

Council would be willing to consider the flexibility of office hours for the right candidate.

### What We're Looking For

- Qualifications: Ideally, a CILCA-qualified Parish Clerk, or someone eager to work towards this qualification.
- Experience: Administrative, including organising meetings and preparing minutes and financial experience is essential. A working knowledge of Local Government procedures is an advantage.
- Skills: Excellent communication skills, a positive 'can-do' attitude, strong IT skills, and the ability to work independently and manage a varied workload.
- Personality: A motivated, forward-thinking individual who can build strong local partnerships, promote the interests of the community, work with minimal supervision and be comfortable interacting with members of the public.

### How to apply

To apply please submit a CV and the names of 2 referees to Chair and Clerk of the Parish Council, The Bounty, Godstone Green, Godstone, Surrey, RH9 8DY, or by email [sbeagley@godstone-pc.gov.uk](mailto:sbeagley@godstone-pc.gov.uk) and [clerk@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk)

Applications will be reviewed monthly (on the last Friday) on a rolling basis until the position is filled.