



## **GREAT ALNE PARISH COUNCIL**

### **EXECUTIVE OFFICER AND RESPONSIBLE FINANCIAL OFFICER**

Applications are invited for the post of Executive Officer to Great Alne Parish Council. This is an interesting and varied post, working mainly from home, supporting an active, community focused parish council.

You will manage the bi-monthly evening meetings of the Council including preparing the agenda, taking the minutes, advising Councillors on procedural/legal matters and progressing actions. This will include attendance at and administration of the Council's meetings and administration and updates of appropriate Council policies. You will deal with all the council's correspondence and administration. You will ensure planning applications are circulated to Councillors for consideration and submission of responses to the Local Authority in accordance with timescales and policies. You will also be responsible for maintaining and updating the council's website and social media platforms.

The Executive Officer will also be the Responsible Financial Officer. You will be responsible for; preparation of monthly reports to Councillors, payment of invoices, banking, end of year accounts including the AGAR, submission of accounts for internal and external audit, VAT reclaim, preparing for budget review and precept determination. Previous experience in accounts would be helpful for this role.

(Part-time) 12-15 hours per week.

Salary: SCP 14 – 18 (£15.31 - £16.35 per hour) depending on experience and transferable skills, plus mileage allowance. The role is home-based. A laptop is provided for the role. In addition to statutory holidays the post is entitled to 21 days leave annually.

**For further information email: [greatalne.parishcouncil@googlemail.com](mailto:greatalne.parishcouncil@googlemail.com).**

Please send your letter of application and accompanying CV to:

Executive Officer, Great Alne Parish Council  
2 Gunn Court  
Park Lane  
Great Alne  
B49 6HS

Deadline for applications – Thursday 4th September 2025 at 5pm