

MARKYATE PARISH COUNCIL



Parish Office, Markyate Village Hall, Cavendish Road, Markyate, Herts. AL3 8PS
01582 842785/ 840110 clerk@markyateparishcouncil.gov.uk
Clerk to the Council: Mrs V Tilley

Job Vacancy: Finance Officer/Halls Administrator

Main Purpose of the Job:

To ensure the smooth running of the council's finances and management of the village halls

Reports to:

Clerk to the Council – please use contact details above to request an application form

Hours of work and Rate of pay:

22 hours per week spread across four or five days to suit candidate and Clerk with 9am start, plus approximately 8 evening meetings per year.

Rate of pay within LC1 (above substantive) range dependant on experience, minimum £14.60 per hour.

Duties and Responsibilities:

- Follow council's policies and procedures in all matters relating to finance and halls
- All financial operations including budgeting, invoicing, making payments, reconciling accounts, VAT return, preparation for annual accounts and audits, payroll
- Administer meetings of Halls and Budget committees including preparation of agendas and supporting documents, and taking minutes
- Manage maintenance of halls, licences, inspections
- Follow all health and safety regulations
- Keeping hall hire schedule up to date
- Supervise contractors

Person Specification:

Experience in working in finance preferred but not essential.

Good level of numeracy.

Good communication skills to deal with contractors, Halls Committee and relay information to hall hirers.

Attention to detail to perform a thorough job.

Adaptability and flexibility to focus on whatever tasks are necessary.

Integrity, reliability and trustworthiness to work independently.

The above is not an exhaustive list of duties, and you may be expected to perform different tasks as necessitated by the different demands of the council's business.

Closing date:

Sunday 16th March 2025

Interviews to be held 21st March 2025

Ideally to start work by 1st May 2025