

Chetton Parish Council

### Appointment of Clerk/Responsible Finance Officer

A vacancy has occurred for a Clerk/Responsible Finance Officer to commence 1st January 2025.

For this varied position, candidates must be computer literate and have internet access. Previous experience working as a Parish Clerk and/or knowledge of local government is an advantage although training can be provided. Candidates should be prepared to undertake continued development training throughout their period of employment and be prepared to study for the Certificate in Local Councils Administration.

The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors and local government officials, managing accounts to include keeping of cash book, bank reconciliations, preparing budgets, VAT returns, PAYE, organising audits and the administration of the Parish Council website. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

The salary is based on 5 hours per week and will be calculated according to the National Joint Council for Local Government Services (NJC) rates dependent upon qualifications and/or experience and will be from £12.63 per hour, with mileage reclaimable at 0.45ppm.

Attendance is required at the Parish Council Meetings held in the Village Hall on the third Wednesday every other month at 7.30 pm (Jan, Mar, May, Jul, Sept, and Nov) Other extraordinary meetings may be arranged as necessary throughout the year

For further enquiries please contact:  
Chairman Paul Verney 07973 680265

To apply for this position please send CV and covering letter to:  
paul.verney@gmail.com

Closing date for applications 11th November 2024

Interviews will be held from 18th November 2024