

Clee St Margaret Parish Council

Appointment of Clerk/Responsible Finance Officer

A vacancy has occurred for a Clerk/Responsible Finance Officer to commence as soon as possible.

For this varied position, candidates must be computer literate and have internet access. Candidates **will ideally** have previous experience working as a Parish Clerk and/or have knowledge of local government, 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 of 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 **six 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 but will be within the range SCP 7-**12 (£13.69 to £14.82)**, with mileage reclaimable at 0.45ppm. Pay award pending.

Attendance is required at the Parish Council Meetings held in the village hall at Clee St Margaret on Monday evenings **bi monthly**. Other extraordinary meetings may be arranged as necessary throughout the year.

Please send CV and covering letter to suzannewillis343@gmail.com

Enquiries email: suzannewillis343@gmail.com

Interviews dates to be arranged.