

# **Llanfair Waterdine Parish Council**

## **Appointment of Clerk/Responsible Finance Office**

A vacancy has occurred for a Clerk/Responsible Finance Officer to commence 1 April 2024.

For this varied position, candidates must be computer literate and have internet access. Candidates ideally should 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 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 4 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 LC1 (7-12) (£12.63 to £13.73).

Attendance is required at the Parish Council Meetings held in at the Everest Hall or The Pavilion on the third Monday of every other month, i.e. in January, March, May, July, September, and November. Other extraordinary meetings may be arranged as necessary throughout the year.

Please send CV and covering letter to:

Mrs Maggie Brown, Clerk [llanfairparishclerk@gmx.co.uk](mailto:llanfairparishclerk@gmx.co.uk)

Enquiries tel. 07398 222 310

Closing date for applications: 29 February 2024

Interviews will be held in early March.