

Stow Longa Parish Council

Vacancy for Parish Clerk and Responsible Financial Officer

Key duties and responsibilities:

To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

To maintain records of receipts and payments and report regularly to the Council on its financial position.

To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

To ensure that the Council's obligations for Risk Assessment are properly met.

To prepare, in consultation with members, agendas for meetings of the Council (approx. 7 ordinary meetings per year) and the Annual Parish Meeting.

To provide briefings and attend meetings and prepare minutes for the approval of the Council. Very occasionally planning meetings are also needed to meet District Council deadlines.

To receive and deal with correspondence and documents on behalf of the Council and bring such items to the attention of Councillors.

To receive, issue and report on invoices for goods and services bought or supplied by the Council and to ensure payments are made and received as required.

Requirements in terms of experience and education:

It is anticipated that the successful candidate will be an experienced Clerk/RFO who has a CILCA qualification and is looking to increase their hours and experience. Applications will also be considered from persons with local government experience and persons willing to undertake the relevant training.

Hours of work: Currently 12 paid hours per month which includes the sector agreed allowance for holidays. Apart from attendance at meetings the Clerk will work from home.

Days and times of work: Flexible to accommodate work load.

Remuneration: Salary will be in line with the nationally agreed pay scale, based upon experience and qualifications and will be between Point 12 (£11.53 per hour) and Point 24 (£14.90 per hour).

For further information or questions: contact Jo Harvey on clerk@stowlonga-pc.gov.uk or call 07859 126780.

How to apply: By email to clerk@stowlonga-pc.gov.uk providing details of relevant experience and contact details of two referees.

Closing date for applications: 15th January 2022.