

Council name	Wentworth Parish Council
Job Title	Clerk and Responsible Financial Officer (RFO)
Where you are located	Wentworth, Nr Ely East Cambs District Council
The number of electors	131 in December 2019
A summary of the job and functions	<ul style="list-style-type: none"> <li>• Advise the council on procedural matters</li> <li>• Maintain financial accounts including payments to HMRC.</li> <li>• Keep a record of payments and receipts and produce monthly accounts. Reclaim VAT yearly.</li> <li>• Validate invoices and submit for approval by the council</li> <li>• Maintain the risk and asset register</li> <li>• Issue meeting summons and agendas as necessary through the year (plus the annual parish meeting)</li> <li>• Take minutes</li> <li>• Upload content to the council website to comply with the Transparency Code</li> <li>• Keep the Parish Council Noticeboard up to date</li> <li>• Ensure that acceptance of office and declarations of interests are completed by councillors</li> <li>• To liaise with Cambridgeshire County Council, East Cambs District Council and other outside bodies as required</li> </ul>
Requirements in terms of experience and education	<ul style="list-style-type: none"> <li>• Experience of taking minutes, preparing reports, dealing with correspondence, keeping records</li> <li>• Proficiency in Microsoft Word and Excel</li> <li>• Must have own transport</li> </ul>
Hours of work per week	Minimum of 4 hours with extra hours on agreement.
Days and times of work	Home based with meetings in Wentworth Church Hall.
Scale point and Rate per Hour	LC1 to be negotiated depending on experience and qualifications. Holiday 21 days per annum plus bank holidays  Training provided as necessary.

Start date                      ASAP

How to apply – letter, CV   Letter & CV to the Chair

Closing date for applications      28<sup>th</sup> February 2020

Who to contact for more information:      Diane Bayliss (Locum Clerk)  
01353 664632

Email address to send applications:      [parishclerk@wentworthonline.org.uk](mailto:parishclerk@wentworthonline.org.uk)

Other information                      The Parish Council holds a minimum of 4 meetings per year. The Clerk is expected to attend all meetings. All admin work is carried out at home. A laptop computer, printer/scanner and filing cabinet are provided.