

## Wicken Parish Clerk/Responsible Financial Officer Vacancy

**Part-time – 40 hours per month**

**Salary – In accordance with NALC recommendations for Part Time Clerks/RFOs.**

Wicken is a small village on the edge of the fens near Soham in East Cambridgeshire, 10 miles north east of Cambridge and 5 miles south of Ely. An ancient fen village, it is best known as the site of Wicken Fen an historic National Trust nature reserve. Wicken Parish Council seeks a part-time Clerk/Responsible Financial Officer (RFO).

Duties will include:

- Attending meetings on the second Tuesday of each month plus the Annual Parish meeting and any further meetings required
- The preparation of agendas and accurate minutes of Parish Council meetings
- Keeping accurate financial records, banking, invoices, payment of accounts and HMRC payments/wages etc
- Acting on resolutions passed by the Council
- Administering Parish Council events and projects
- Management and administration of the Council's contractors
- Management of assets and insurances
- Setting the councils budget, financial account preparation and liaison with auditors
- Publication on website and notice boards, as appropriate, of information required by the Transparency Code and the Accounts and Audit
- Management and administration of data protection.
- Liaise with Chairman between meetings

Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be an attractive quality. The parish clerk will be responsible for the administration of the business and finances of the council. The Clerk/RFO will be an employee of the Council and remuneration will be for approx. 10 hours per week. The number of hours may increase slightly depending on new projects.

The precise salary starting point for the successful candidate will depend on level of qualifications and experience. **Please note** - Wicken Parish Council do not have an office so there will be a requirement to work from home.

Interested persons should submit a cv to Chair, Wicken Parish Council, 21 Chapel Lane, Wicken, CB7 5XZ Closing date for applications is 10 December 2018