The Parish Council are looking to appoint a capable, self-motivated person able to undertake the duties of the Clerk and Responsible Finance Officer and to support its 9 Councillors. This is a varied and interesting role offering home-based working. The Council meet at 7.30pm every third Monday of the month.

**Essential skills include:**

**Clerk:**
- Computer literate, including Word and Excel, together with effective communication skills
- The successful applicant will undertake all the duties associated with the Clerk and RFO
- Attendance at regular Parish Council Meetings
- Producing Agendas and accompany papers
- Producing Minutes (no later than one week after a meeting)
- Report writing
- Updating Parish Council Website
- Monitoring actions and decisions of the Parish Council
- Reviewing Policies and keeping Councillors updated on legal legislation and documentation
- Undertake Research when requested by Councillors
- Liaising with Councillors
- Dealing with correspondence via email and post
- Responding to residents by email, post and telephone
- Ensuring Planning Applications are considered by Councillors and responses are submitted by the required deadline

**Responsible Finance Officer**
- Banking of income received
- Payment of Invoices
- Bank Reconciliations
- End of Year Accounts
- Annual Return and submitting for Audit
- VAT Reclaim
- Budget Review
- Precept Request
- Annual Insurance renewal
- Obtaining quotes for contracts and items as requested by Councillors
- Financial matters including preparation of Accounts Statements (Payments and Receipts)
- Asset Register review (including applying for Assets of Community Value)

Whilst the ideal applicant will be CILCA qualified, applications from those qualified by experience are also encouraged to apply.

Training in any aspects of the position is available.