

Alstonefield Parish Council

has a vacancy for

Parish Clerk and Responsible Financial Officer

Average 4 hours per week (to be worked flexibly from home). LC1 Scale SCP 13 - 23 (£13.97 to £16.67) dependent on experience and qualifications.

We are seeking to appoint a Clerk/RFO who will be responsible for preparing agendas and minutes for Parish Council meetings (*7.00 pm on a Wednesday, every six weeks*), for managing the finances, administration of the Parish Council, handling correspondence, the website and providing advice to Councillors. As the Responsible Financial Officer, you will be required to manage the online banking, arrange the payment of accounts, monitor the council's accounts, and prepare records for audit purposes, PAYE and VAT. Our annual precept is £8,500.

Ideally, applicants will have relevant qualifications and experience together with strong organisational, communication and IT skills. A laptop will be provided.

An interest in local community matters is essential and, while experience of local authority administration would be preferred along with a CiLCA qualification, training and support will be provided. Further information on our parish and parish council, can be found at www.alstonefield.org/community/parish-council/

To apply, please write, summarising your strengths and experience in relation to this role, together with a current CV to clerk@alstonefield-pc.org.uk