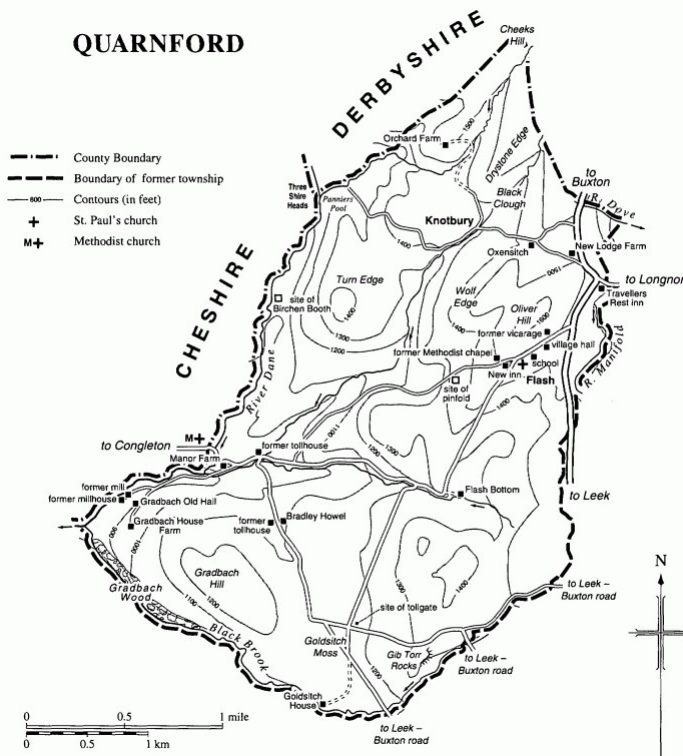


## QUARNFORD



# Quarnford Parish Council

Serving the Residents of Quarnford – Flash, Knotbury, Gradbach, Goldstych Moss

## Vacancy for Part Time Clerk / Responsible Finance Officer

The Parish of Quarnford has only 99 dwellings in the tax base and an annual precept of just over £2000, making us one of the smallest parishes in the area. However, we attract many thousands of visitors each year to Three Shires Head, Luds Church and can boast that the village of Flash (as seen on BBC Countryfile) is the highest in Britain.

The role involves 12 hours per month working from home with requirements to travel to attend four evening parish council meetings a year, with occasional other meetings.

As well as handling correspondence, managing the finances, administration of the PC, providing advice to enable councillors to fulfil their function to best effect, as the Responsible Financial Officer, the Clerk is required to arrange the payment of accounts, monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

Previous experience with basic book keeping, minute taking and financial accounting would be ideal, as would basic IT skills. Applicant may already be a Clerk to another Parish Council.

Salary is £12.50 per hour

Please apply initially in writing to:

Andy Thorogood Chair Quarnford Parish Council [quarnford.parish.council@gmail.com](mailto:quarnford.parish.council@gmail.com)

Position is available from April and initial interview by phone or virtual meeting .