

PARWICH PARISH COUNCIL

CHAIRMAN: Ms C Healy
Lilac Cottage
Parwich
Derbyshire
DE6 1QJ

Tel: 01335 390378

A vacancy has arisen at Parwich Parish Council for a Clerk and Responsible Finance Officer.

The successful applicant will need to be computer literate, have good administrative and accounting skills and ideally possess a working knowledge of local government law and procedures. A degree of flexibility is essential as evening meeting nights may have to vary.

The council usually holds 10 meetings a year with the exception of August and December. The meetings are open to the public. Attendance at all evening council meetings is essential. Extra ordinary meetings may also be required. Attendance at the Parish Annual Meeting is also required.

The main duties include:

- Working from home
- Liaison with council members
- Preparation of word processed agendas
- Travelling to evening meetings
- Accurate minute taking at evening meetings and the production of accurate word processed minutes
- Dealing with the parish council's financial accounts, production of financial spreadsheets, year end accounts and bank reconciliations, liaison and meeting with internal auditor, liaison with external auditor, completion of external audit documentation
- Maintaining accurate financial records complying with current internal and external audit regulations
- Producing payroll and end of year online statements for Her Majesty's Revenue and Customs
- Maintaining accurate VAT records and annually reclaiming VAT from Her Majesty's Revenue and Customs
- Management of contractors
- Liaison with tenants, issuing notice of rents, obtaining rents, banking rents
- Attending relevant training courses
- Dealing with correspondence
- Producing letters
- Banking parish council income
- Producing regular budget statements for members
- Budget calculations to assist with precept
- Claiming reimbursable expenditure for the council
- Preparation of contracts, invitations for tenders
- Liaison with local groups
- Dealing with planning applications
- Storing parish council documents

The successful applicant will be expected to work from home for which an allowance will be paid. A computer /lap top and printer is not provided for this position.

Hours of work will be 4 hours per week. The salary will be within the NALC/SLCC Scale SCP 15-22 - (£8.34-£10.19 per hour). The rate awarded will be subject to experience and qualifications. Mileage allowance will not be paid for travel to and from normal council meetings.

Applications must be made in writing to the chairman of Parwich Parish Council, Ms Healy, at the above address no later than Thursday, 5th April 2012. Please include details of relevant experience, qualifications and details of two referees. Interviews will take place on Wednesday, 11th April 2012 at 7pm (venue to be confirmed).