

OLD DENABY PARISH COUNCIL

Applications are invited for the position of Parish Clerk and Responsible Financial Officer to Old Denaby Parish Council.

This appointment is part time, working hours 7 hours a month, paid at spinal column point 19 of the National Joint Council Scales (£10.11 per hour). The hours of work are flexible except for attendance at meetings.

Duties will include:

- Attendance at regular Parish Council meetings – usually 6 evening meetings per year plus occasional additional meetings
- Producing Agendas in consultation with the Chairman
- Producing Minutes of the meetings
- Monitoring and acting on actions/decisions of the Parish Council and advising the Council on its statutory duties and the regulatory requirements regarding its activities
- Dealing with all correspondence including emails, planning applications, etc
- Updating the Parish Council website and notice board
- Liaising with the public and all other agencies.

As Responsible Financial Officer, the successful applicant will be responsible for all aspects of accounts, payments and preparing the annual final accounts for the External Auditor.

The successful applicant will work from home, have good communication skills, be flexible and self-motivated. Lap top and printer are provided.

IT literacy is essential to the role, knowledge of the local area would be helpful and a Certificate in Local Council Administration (CiLCA) is desirable but not essential as training towards this qualification may be given.

If this role appeals to you and you feel you have the necessary skills and experience, please email for an application form.

The closing date for applications is Thursday 8th November 2018

Mrs E Rogers (Clerk)

Email: clerk@olddenabypc.org.uk

