

## **Vacancy for Clerk and Responsible Financial Officer**

Old Denaby Parish Council is a small active Parish Council in the Doncaster /Rotherham border area that seeks a highly motivated, enthusiastic person to take on the post of Clerk and Responsible Financial Officer for the Council.

The post is part time, 8 hours per month, with overtime by mutual agreement. Working mainly from home, the hours of work are flexible and self-regulated, except for attendance at meetings.

Salary in accordance with National Joint Council recommendations; pay scale points 7 to 8, dependent upon qualifications and experience.

Must be IT literate; the ability to use the Microsoft Office suite is essential. A laptop computer and small printer is supplied. Must be able to store Council equipment and files at your home address and be available to attend evening Council meetings, which are held bi-monthly- on the third Thursday of the month in January, March, May, July, September and November.

Duties will include:

- acting as advisor to the Council which involves knowing the relevant parish legislation and powers
- preparation and issue of summons/agendas and minutes from Council and Committee meetings
- receiving and dealing appropriately with correspondence
- being the Council's Responsible Financial Officer dealing with Council accounts in accordance with Financial Regulations and legislation- this includes monthly and year-end accounting, submission of s126 VAT claims and supplying information for internal and external audit as necessary

The Clerk is also responsible for the management and administration of any reasonable additional functions that are exercised by the Council.

Prior relevant experience is an advantage but training in all aspects of Local Government administration, leading to the Certificate in Local Council Administration qualification will be provided.

The application form, job description and person specification are available from:

Clare McRoy, current Parish Clerk

Email: [clerk@olddenaby-pc.gov.uk](mailto:clerk@olddenaby-pc.gov.uk)

Tel: 07708 540837