

Applications are invited for the position of Clerk/ Responsible Financial Officer to Woolaston Parish Council on a permanent basis. This is a part-time position for 10 hours per week working from home including attending some evening meetings.

The Clerk provides administrative support to the Council and, as the Responsible Financial Officer, will be required to manage the council finances. The precept is £17,500 pa.

The Clerk's duties include:

- Arranging the monthly meetings of the Council (currently held on the second Thursday of the month and not held in August and January) including preparing the agenda, taking minutes, advising Councillors on procedural/legal matters and progressing actions.
- Ensuring planning applications are considered by the Council and submitting responses to the local authorities in accordance with timescales and policies.
- Managing the Parish Council's finances, preparation of quarterly financial statements, payment of invoices, banking, end of year accounts, submission of accounts for internal and external audit, VAT returns, preparing for budget review and precept determination.
- Dealing with correspondence, drafting public notices and working alongside the website administrator in keeping the website up to date and compliant.

Candidates must possess a high standard of oral and written communication skills, be proficient in Microsoft Office be capable of working independently without supervision and have the ability to deal with a range of issues. Experience in a similar role or knowledge of local council would be an advantage but not crucial.

Salary will follow the national NJC/SCP agreement and be between £8.87 and £12.56 ph. depending on experience and qualifications.

Applicants are asked to submit a CV and covering letter by 12th October 2017 to Cllr Mick Fairless at chairman@woolaston.org.uk

Telephone the Clerk on 01594 529893 for further information.