

North Vale Parish Council – Clerk/RFO

Vacancy for a part-time Parish Clerk/Responsible Financial Officer

Council: North Vale

County: Somerset

Salary: Scale LC1 SCP subject to experience (SCP 18 - 22)

Part-time: 6 hours per week (possible overtime during first six months) with some evening work required.

North Vale Parish Council invites applications for the position of Parish Clerk/RFO commencing ASAP.

North Vale is a parish comprising of three very different villages with a population of around 600. The Parish Council manages a cemetery with closed chapel, village land, street furniture and historical building/structures. The Council of ten Members meets on the third Monday of each calendar month.

The Clerk will work from home and will need to have an area for the storage of some paperwork. The Council provides its own laptop, printer and filing cabinet.

The applicant must be computer literate – Microsoft Word, Excel and Outlook as a minimum.

Duties include:

- Dealing with correspondence on a daily basis and forwarding to Councillors and replying.
- Making appropriate computer backups, software updates and so on, as well as managing the Council's online presence.
- Preparing Agendas, taking and issuing minutes of the Council's monthly Meetings, and any other meetings that from time-to-time occur.
- Issuing paperwork (mainly by email) for monthly Meetings; maintain the Council's files and archives.
- Preparing accounts, dealing with invoices, payments and banking as needed.
- Managing the Council's payroll, including PAYE and HMRC.
- Maintaining an accurate budget and assets register; notifying the Council of variances from budget and making recommendations to the Council for cost savings.
- Managing the Council's cemetery; liaising with funeral directors and families, ensuring legislation is complied with and an accurate burial register kept.
- Managing the Council's land.
- Ensuring that the Council operates within relevant legislation and in accordance with its Standing Orders and Financial Regulations.
- To keep up to date with changes to legislation, working practices and procedures relevant to the sphere of activities undertaken by the Council.

For a full job description contact Elizabeth Persson, Parish Clerk at northvalepc@gmail.com.

Please apply with CV and covering letter.

Closing date: completed applications must be received by 31st August.

Interviews will be in Holton Village Hall in second week of September. To ensure a hand-over period with the out-going Clerk, the successful applicant must ideally be available to start by early October.