

# PANNAL AND BURN BRIDGE PARISH COUNCIL

## Vacancy for a Parish Clerk & Responsible Finance Officer (Part time)

Applications are invited for the post of Parish Clerk & Responsible Finance Officer (RFO) to Pannal and Burn Bridge Parish Council. You will be a highly motivated, enthusiastic individual but with an eye for detail and precision. The salary is in accordance with the Local Government National Joint Council scale LC2 point 30-34 (£27,358 - £30,756 pa) pro rata and dependent on experience. The position is for 12 hours per week, which can be worked flexibly.

The clerk is accountable to the council for the management of its resources and ensures that the legal, statutory and regulatory provisions applying to the council's activities are observed.

You will have good organisational, management and communication skills and be able to work efficiently and effectively under pressure and on your own initiative. You will have financial and administrative skills and be computer literate.

There is an element of evening work, which will include attending parish council and committee meetings. The Clerk & RFO will need to work from a home office.

The main duties are:

- Guiding and advising the Council in its statutory role as a local authority.
- Implementation of the parish council's resolutions from monthly full council and committee meetings.
- Responsibility for the council's finances (day-to-day and year-end). The current precept (parish council element of the council tax) is £31,750.
- Setting parish council meeting agendas in cooperation with the chairman.
- Taking minutes for the parish council and its committees and updating noticeboards and website.
- Updating policies and procedures in line with current legislation and following advice from advisory bodies to the sector.
- Dealing with correspondence by e-mail and post and publishing newsletters and sundry leaflets.

You can download an application form and associated documents from the Parish Council's website – [www.pannalandburnbridge-pc.gov.uk](http://www.pannalandburnbridge-pc.gov.uk) on the "Contact Us" page. Please send your application form by email to [parishclerk@pannalandburnbridge-pc.gov.uk](mailto:parishclerk@pannalandburnbridge-pc.gov.uk). Please note that CVs will not be accepted.

If you would like to discuss the role before applying, please contact the Chairman of the Parish Council, Howard West on 01423 879678 or 07398 214156.

The closing date for applications is 5pm on Friday 16<sup>th</sup> November 2018 and interviews will be held in the evening on Thursday 22<sup>nd</sup> November 2018 in Pannal Village Hall.

Those shortlisted will be informed by Monday 19<sup>th</sup> November 2018. If applicants have not been contacted by this day they should assume that they have not been shortlisted.