

## **Alpheton Parish Council**

### **Vacancy Details: Parish Clerk and Responsible Finance Officer**

**Hours:** 6 hours per week

**Salary:** To be agreed dependent on qualification and experience and in accordance with National Joint Council for Local Government Services pay scales.

**Application:** By CV and covering letter providing evidence of relevant skills and experience to:  
alphetonpcclerk@gmail.com

The Clerk is the Proper Officer of the Council and working from home is responsible for:

- Preparing Agendas in consultation with the Chairman
- Recording and minuting meetings
- Attendance at Parish Council meetings normally held at 7pm at Alpheton Village Hall
  - Every second month i.e. February, April, August, October, December, and the Annual Parish Council Meeting and Annual Parish Meeting in May.
  - (*Owing to current circumstances our meetings are held via video conferencing on Zoom*)
- Have good organisational, numeracy, communication and IT skills
- Data Protection awareness, maintaining confidentiality of information in an objective and professional manner
- Ensuring Planning Applications are considered and responses are submitted to Babergh District Council by return deadlines
- Keeping Financial records, budget setting and monitoring
- Payment of Invoices, maintaining bank account
- Budget Review and Precept
- End of year accounts, Annual Return and submitting Audit
- VAT reclaim
- Training will be available from Suffolk Association Of Local Councils
- Any other duties assigned by the Council

Closing Date: 14<sup>th</sup> February 2021

Interview Date: Proposed dates w/c 1<sup>st</sup> March 2021 (dependent on current Covid-19 regulations interviews may be held via video conferencing on Zoom)