

Clerk and RFO for East Harlsey Parish Council

East Harlsey Parish Council is seeking someone motivated and enthusiastic to be Clerk to the Council and Responsible Financial Officer. The post is home based for approximately 2 hours per week, plus attendance at the council meetings. The hours of work are flexible, except for the meetings, which take place every 2 months.

The candidate must be IT literate and be able to use Microsoft office. A laptop will be supplied. Training can be provided in aspects of local government administration.

Salary will be provided on application.

Duties include:

- preparation of the agenda and minute taking
- attending to all aspects of correspondence, filing and accounts.
- being the RFO to the council, maintaining accurate and up-to-date financial records, placing orders, preparing invoices for payment, paying outgoing invoices, making VAT claims, liaising with internal and external auditors. The RFO is also responsible for ensuring that the instructions of the council in connection with its function as a Local Authority are carried out.
- acting as an advisor to the council which involves learning the relevant parish legislation.
- updating the village website when required
- producing a village newsletter every 2 months.

Applications, in the form of a CV and covering letter outlining suitability for the role, should be sent via email to eastharlseyparishcouncil@gmail.com . If you would like further information about the role please email requesting an informal meeting.