



ADVERTISEMENT

 APPLEFORD Village	 APPLEFORD Village
APPLEFORD-ON-THAMES PARISH COUNCIL	
VACANCY FOR PARISH CLERK	
Location:	Home (required to attend Parish meetings)
Hours:	22 hours pcm (5 hours pw)
£ salary	Commensurate with Experience (LC1, SCP 10-12)
Detail The Clerk will support the Parish Councillors, provide guidance on compliance and legal matters, and manage the administrative and clerical functions of the Council. As the Responsible Financial Officer, he / she will manage the Parish Council's finances.	
Duties include: <ul style="list-style-type: none">▪ Supporting the chair by preparing agendas, taking minutes, noting decisions, follow ups and actions forward.▪ Tabling planning notices for discussion and dealing with the District Council.▪ Managing the finances of the Parish Council including preparing accounts, financial reports, controlling the Bank account, paying invoices, dealing with HMRC (VAT & PAYE), arranging insurance and audits, and overseeing the annual budget review and precept submissions.▪ Supporting general village communications and website uploads.▪ Maintain a document repository for access by Parish Councillors.▪ Dealing with general correspondence and public notices.	
Qualities Candidates must possess good attention to detail, have good communication skills (written and verbal), be competent in Microsoft Office and Teams (or Zoom), and have a good working knowledge of IT systems including file sharing in the Cloud.	
This is a varied and interesting position. Working part-time and largely on your own initiative, you will have the necessary flexibility to deliver high-quality responsive support to a new team of energetic Parish Councillors, and enable them to deliver added value benefits for the village community.	
How to apply: For further information or to receive an Application Form to apply for the position, please contact the Council Chair, Mr Greg O'Broin by email at applefordpcworkinggroup@gmail.com or text or call 07768 490277. Deadline: 7th January 2021 Interview date: Jan 2021	