YAXHAM PARISH COUNCIL

**Parish Clerk**

Yaxham Parish council require a new clerk/and or RFO to commence with immediate effect. 10 meetings a year on the third Thursday of each month.

The successful applicant will ideally hold the CiLCA qualification, or if not will be prepared to work immediately towards achieving this qualification. This is a varied job and the successful applicant should have experience in general office duties, have excellent communication, computer and literacy skills as well as a good knowledge of financial management. A sound understanding of local government would be an advantage.

The main tasks will include:

* To arrange and attend Parish Council Meetings, including the Annual Parish meeting. •
* To prepare agendas and minute of meetings.
* To prepare items for the parish website. •
* To liaise with district and county councillors, other organisations, official bodies and the public as required. •
* To manage the Parish Council finances, prepare accounts for internal and external audit and produce an annual budget. •
* To keep Councillors informed of any relevant correspondence, planning applications, etc. received between meetings. •
* To ensure the Council is complying with relevant regulations & legislation and advise Councillors of any changes. •
* To review all Parish Council policies including Standing Orders and Financial regulations annually. •
* To carry out any other duties as directed by the Councillors

Please contact:- Peter Lowings (Chairman) at yaxhamparishclerk@gmail.com

**Responsible Financial Officer (RFO)**

Simple accounts for the parish council and a small charity account. The post is home based and the hours are flexible, with the exception of council meetings, and the salary will be in accordance with National Pay Scales. We are looking for an enthusiastic and self-motivated person with good interpersonal, verbal, written and IT skills. Ideally we are looking for someone with relevant experience.

Please apply to: Peter Lowings (Chairman) at yaxhamparishclerk@gmail.com

**Application Form Attached.**

**Position applied for: Clerk / Responsible Finance Officer** (Delete if appropriate)

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| --- | --- |
| **Surname** | **Forenames** |

**Home address:**

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**Address for communications (if different)**

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**Telephone number:**

**Home: Work:**

**Mobile:**

**EDUCATION:**

Give details of secondary, further and higher education

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| --- | --- | --- |
| **Name of establishment** | **Start date** | **Finish date** |
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**QUALIFICATIONS**

Please enter in summary form your academic and professional qualifications

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| --- | --- | --- |
| **Subject** | **Level** | **Date** |
|  |  |  |

**PARTICULARS OF PAST EMPLOYMENT**

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| --- | --- | --- | --- | --- |
| **Name of Employer** | **Start date** | **Finish date** | **Position held and duties undertaken** | **Salary range** |
|  |  |  |  |  |
| **With reference to the Job Description and person specification, please describe the skills, abilities and past experience that you would bring to this post** |

**ADDITIONAL INFORMATION**

Please give any further information which you consider relevant to your application

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**REFEREES**

Please give the name, occupation, telephone number and postal address of two people (not related to you) to whom reference can be made. One should be your current or most recent employer. References will NOT be taken up prior to interview.

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| **2.** |
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Canvassing directly or indirectly will disqualify the candidate concerned

**I declare that the information contained in this form is to the best of my knowledge correct.**

**Signature Date**

**Completed application forms should be emailed to: yaxhamparishclerk@gmail.com**

**Or posted to:**

**Peter Lowings (Chairman)**

**Pinebanks, Station Road, Yaxham, Norfolk NR19 1RB**