



YAXHAM PARISH COUNCIL

VACANCY FOR PARISH CLERK/RESPONSIBLE FINANCE OFFICER

YAXHAM PARISH COUNCIL requires a clerk/RFO for immediate start.

Part Time – typically 6 hours/week, but varies depending on meetings and reporting requirements and the council's email account will need to be monitored daily.

Applications are invited for the role of Parish Clerk / Responsible Finance Officer to Yaxham Parish Council, and involves advising and implementing the various decisions made by the Council, as well as ensuring their legal and financial obligations are met.

The role is home based, requires internet access, a telephone and access to a car. The council holds a typically 10 evening formal meetings during the year. The council is also responsible for organising the Yaxham Annual Parish Meeting and managing various assets in the Parish and the Parish Charity.

Ideally applicants should have prior experience of both a clerk and RFO roles and be familiar with the formal reporting requirements of parish councils, including but not limited to governance and accounts reporting.

Applicants must be conversant with Word and Excel, and familiar with maintaining websites, using Dropbox, WeTransfer or similar, and social media such as Facebook. Applicants should also have excellent communication skills, good presentation skills, be familiar with raising agendas and writing minutes, carrying out bank reconciliations, collating and providing financial reports and completing annual returns.

Please include relevant qualifications, such as professional and/or SLCC ILCA/CILCA or similar.

Salary NJC/NALC/SLCC pay scales depending on experience and qualifications.

For a full job description and to apply in the first instance please contact:

Vice-Chairman Ian Martin: yaxhamparishclerk@gmail.com or call 01362 854248

Closing date for applications: 14th December 2018