



## Job Vacancy

### **Hail Weston Parish Council is seeking to appoint a Parish Clerk and Responsible Financial Officer**

**Salary:** £14.45 - £16.02 per hour, to be agreed upon subject to qualifications and experience (National Joint Council for Local Government Services (NJC))

**Holiday:** 25 days, 8 bank holidays (pro rata)

**Hours:** 9 working from home

**Application deadline:** 30 November 2023

We are looking for an amazing person who is motivated, enthusiastic, personable, and diligent to take over from the present Clerk who is leaving due to personal circumstances.

The Clerk is responsible for carrying out the decisions of the Council in a proper and lawful manner. The Clerk will advise the Council objectively on its legal position and any facts relevant to any decision. The Clerk works from home (and keeps the council files there).

**Duties include:** - Preparing the Agenda for all meetings, Attending Council meetings held in the evening and recording the minutes, Advising the Council of its legal powers, responsibilities and procedures, Circulating correspondence received (mainly emails) to councillors, Maintaining the filing systems (electronic and filing cabinet), Producing monthly accounts (receipts and payments and bank reconciliation), Making VAT returns, Producing a quarterly report of expenditure against the budget, Preparing the annual budget for approval by the full Council, Producing the annual accounting statement and managing the annual audit process, Managing the Parish Assets, updating policies in line with current legislation and liaising with councillors, parishioners, contractors.

The Parish Council is made up of seven councillors. A number of projects are getting underway such as improvements to the cycle path connecting to St Neots and improvements to the playing field and urban greening. It is anticipated that there will be a handover period to the new post-holder. This is a fantastic opportunity to be an integral part of a working rural village and to have a positive impact on the local community.

**The candidate needs to be:** - Excellent communicator, self-motivated as limited supervision, financially literate, well organised with good time management skills, Flexible about time commitments to attend monthly Council meetings on Tuesday evenings, CiLCA qualified OR willing to undertake the qualification, willing to access CPD, Competent in MS Excel, MS Word, and email and able to maintain the website, Experienced in administrative work.

Any questions please speak to any Councillor or Clerk. Please send your application letter covering why you think you are perfect for the job and your CV to: Nick

Closing date for applications: 30 November 2023

Start date TBA

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Start date TBC

