

LANDEWEDNACK PARISH COUNCIL

PART TIME CLERK AND RESPONSIBLE FINANCIAL OFFICER

Landewednack Parish Council has a vacancy for a part time Clerk and Responsible Financial Officer (12 hours per week). Salary will be dependent on qualifications and experience and will be in accordance with NALC recommendations for Part Time Clerks/RFOs. The Council meets eleven times a year on the second Thursday evening in the month. Landewednack is a parish in the Helston and South Kerrier Community Network Area, with a population of c. 1,000. The Parish Council has responsibility for the parish Cemetery, public toilets, the Green (registered common) and in its role as Trustee the Recreation Ground. The Parish Council consists of ten Councillors plus the Parish Clerk.

Applicants should be highly motivated, well organised, and able to demonstrate an effective record of achievement in a similar role.

Duties will include:

- Attending meetings on the second Thursday of each month plus the Annual Parish meeting and any additional meetings required;
- The preparation of meeting agendas and taking accurate minutes of Parish Council Meetings;
- Keeping accurate financial records, banking, invoices, payment of accounts and HMRC payments/wages etc;
- Taking action on resolutions passed by the Council;
- Administering Parish Council events and projects
- Management and administration of the Council's contracts;
- Management of assets and insurances;

- Setting the Council's budget, financial account preparation and liaison with auditors;
- Liaising with the Chairman between meetings.

The Clerk/RFO will be responsible for the administration of the business and finances of the Council. Possession of the Certificate in Local Council Administration, or the commitment to obtaining this qualification within a year of appointment is essential.

For informal discussions about the role contact the Chairman, Victoria Parker, or Vice Chairman, Rob Wheeler. Contact details on the Landewednack Parish Council website:

www.landewednackparishcouncil.org.uk

For an Application Form and Job Description please email:

clerk@landewednackparishcouncil.org.uk

Closing date for applications is Monday 27th January 2020. Interviews will take place the week commencing 3rd February 2020.