**CLAXTON PARISH COUNCIL**

**Parish Clerk & Responsible Financial Officer**

Claxton Parish Council is looking for an enthusiastic and self-motivated person to fill the role of Clerk and Responsible Financial Officer to the Council.

The position is available from 1 January 2022 onwards. The position is home-based for 4 hours per week. A laptop and printer are provided.

Salary to be agreed, depending on qualifications and experience, within the National Joint Council for Local Government Service's pay scale (range LC1 7 -12, currently £10.44 - £11.53 per hour, but an increase back-dated to 1 April 2021 is anticipated).

No formal qualifications are required although applications from CiLCA qualified clerks would be welcome.

A good standard of computer literacy and general administrative experience is necessary, as well as a sense of community engagement.

A handover from the Acting Clerk is available, as is necessary training.

Main duties include:

* Arranging, publicising and attending six Council meetings per year which from 2022 will be held on the 3rd Wednesday of January, March, May, July, September and November.
* Preparing agendas, meeting documentation and writing minutes.
* Acting as the Responsible Financial Officer in managing the Council's finances including preparing the budget, payment of invoices, reclaiming VAT and end of year accounts.
* Managing HMRC PAYE (Basic Tools).
* Maintaining Council files and records.
* Updating the Council element of the village website and Parish Council notice board.
* Managing Council assets.
* Dealing with correspondence, including liaising with District & County Councils, local organisations and the public.
* Monitoring and updating the Council on relevant planning applications and responding where required.
* Ensuring current legislation and procedures are adhered to by informing and advising the Council and updating Council policies and processes.

For further details or to submit your application and CV contact:

David Hamblin, Chair of Claxton Parish Council at david.claxtonpc@gmail.com.