



PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

JOB VACANCY

Applications are invited for the position of Clerk to Herriard Parish Council. The role is mainly home based (approx. 10 hrs a month, fluctuating depending on workload) and voluntary, but with nominal expenses of around £200 a year.

We are looking for a resourceful, committed person with good organisational skills. Ideally this will be someone who lives locally with an interest in serving the community of Herriard. The successful applicant will need to offer good written and verbal communication skills, have a good understanding of IT systems, ideally with financial and administrative experience. The Clerk must be able to work independently, as well as part of a team and have personal qualities that include integrity, discretion and impartiality. Support from the current Clerk and training is available.

This is an interesting and varied role, with flexibility of hours, working with a friendly team of five Councillors.

For an informal chat about the role and a job description please contact the current clerk, Jun Thrussell by emailing: clerk@herriard-pc.gov.uk

Full details are on the Herriard website.

Interested candidates please contact Gill Hill: chair@herriard-pc.gov.uk

Deadline: 24.09.21

Specific Responsibilities

- 1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.**
- 2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.**
- 3. To ensure that the Council's obligations for Risk Assessment are properly met.**
- 4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To prepare minutes for approval other than where such duties have been delegated to another Councillor.**
- 5. To attend quarterly meetings of the Council (additional meetings will be required on occasion)**
- 6. To receive correspondence and documents including planning applications on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.**
- 7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.**