

## CASTLETON PARISH COUNCIL

Vacancy for a part time clerk and responsible finance officer

Castleton Parish Council invites applications from suitably qualified and experienced persons for the above post. The meetings of Castleton Parish Council are held on the last Thursday of every month (except December) at 7.00 p.m., in Castleton Village Hall. Castleton Parish Council consists of 7 members.

The Clerk will be expected to work from home for which an allowance will be paid. The working hours will be 25 hours per month.

If the successful candidate is not, however, already familiar with local government procedures, finance and audit then induction training through DALC will be required. The candidate may also wish to consider working towards the Certificate in Local Council Administration.

Some of the duties that the successful candidate will be responsible for include:-

- 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
- Liaison with contractors
- The council's budget; liaising with auditors; preparing end of year accounts
- Acting on resolutions made at the parish council meetings
- Maintaining records of assets and insurance
- Maintaining and updating the parish council's website

The salary will be at NALC/SLCC Scale. SCP 18-22 (£10.16 - £11.22 per hour) dependent upon the experience and qualifications of the applicant.

A letter of application together with Curriculum Vitae and details of two people who could be contacted for references should be sent to the Vice Chairman, by e-mail to **nandjtopping@gmail.com**

**Applications to be received by 31<sup>st</sup> May 2019**

Further details may be obtained from the Vice Chairman, Nigel Topping, by telephoning 01433 612038 or via email, marking the subject box: **Clerk's vacancy**.

Interviews will take place on Thursday, 12<sup>th</sup> June 2019 at 7.00 pm at Castleton Village Hall.

The successful applicant will be expected to take up the post at a date to be agreed but preferably before the June Council Meeting which is on the 27<sup>th</sup> June 2019.