

Parish Clerk Vacancy

Council name	Ashley Parish Council
Job Title	Clerk & Responsible Financial Officer
Local Authority district	East Cambridgeshire
The number of electors	485
A summary of the job and functions	<p>To advise the Council on procedure and monitor the policies of the Council.</p> <p>Attendance at 12 regular evening Parish Council meetings per year and any additional meetings that may be required.</p> <p>To prepare agendas and minutes.</p> <p>To receive and deal with correspondence and documents.</p> <p>To receive and report on invoices for services initiated by the Parish Council;</p> <p>Issue invoices on behalf of the Parish Council and monitor contractor performance.</p> <p>To maintain and balance the Council's accounts and prepare records for audit purposes and VAT.</p> <p>To act as the Council's representative when required and attend training courses as necessary.</p>
Requirements in terms of experience and education	Computer literate, administration experience, sound financial knowledge, good communication skills.
Hours of work per month	39 (9 per week)
Days and times of work	Flexible - working from home
Rate per Hour	SCP 17 £9.120ph, potentially rising to £9.999ph depending on experience
Start date	As soon as possible
How to apply – letter, CV or Application Form	Letter & CV to the Olive Oakervee, Chairman of Ashley Parish Council, Ashley Hall, 25 The Green, Ashley, Newmarket, Suffolk CB8 9EB
Closing date for applications	23 June 2016
Who to contact for more information	Mr C Lewis (Clerk) 01638 730924 clewis315@btinternet.com
Other information	Ashley Parish Council normally meets on the second Monday of the month at 7.30 pm in the Ashley Pavilion. The Clerk is expected to attend all meetings. All admin work is carried out at home (for which allowances are paid).