

# Parish Clerk and Responsible Financial Officer

Job detail:

Salary: £13.21 p/h - £14.30 p/h

Job Part time:

Benefits: Flexitime/work from home.

Full Job description.

Advertisement.

Bunny Parish Council is seeking a Clerk/Responsible Financial officer due to the impending retirement of the current clerk. Bunny is a small village in Rushcliffe, Nottinghamshire. The Parish council has a precept of approximately £22,350 per year and serves a community of around 700 people.

*This is primarily a home-based position typically requiring 7 hours per week (30 hours pcm.) Salary will be commensurate with qualifications (e.g. CiLCA) and experience and referenced to the scale LC2 18- 22, SCP (£13.21 p/h - £14.30 p/h).*

*The Council seeks an experienced Clerk but will provide training and support for any aspects of the role that an applicant may not be familiar with.*

*Key skills required include excellent communication, a high standard of accuracy and numeracy, good administrative organisation and tact and diplomacy.*

*A full range of IT skills including the use of Word, Excel and PAYE tools is also required.*

*Experience of local government or Parish Council work would be an advantage.*

*The key duties of the Clerk are:*

- attending and supporting the 8 Councillors at meetings normally held third Thursday of month at Bunny Village Hall.*
- preparing meeting agendas and minutes and statutory returns*
- following up and actioning Council resolutions*
- dealing with incoming and outgoing correspondence*
- administering bank account (on-line), including payments & receipts*
- preparing budgets, annual accounts, and precept application*
- Administration for the Bunny Village Hall.*
- maintaining records and key documentation.*

*For more information, please refer contact the Chair of Bunny Parish Council. Izumi Featherstone, email: [Izumi.featherstone@bunny.parish.email](mailto:Izumi.featherstone@bunny.parish.email) .*

*Application deadline: 12<sup>th</sup> July 2022.*