

# **Farlow Parish Council**

serving Farlow, Oreton and Hill Houses

## **Appointment of Clerk/Responsible Finance Officer**

A vacancy has arisen for the position of Clerk/Responsible Finance Officer.

For this role, it would be necessary for the candidate to be computer literate and have internet access. Candidates should be familiar with administrative and financial procedures.

Ideally the candidate will have some knowledge of the procedures of local government and/or in the role of the Clerk, although training is available.

The role of Clerk is to be responsible for preparing meeting agendas, taking minutes, dealing with correspondence and liaising with various departments of local government. They will be responsible for managing the accounts and the financial obligations of the council. The Clerk manages the Parish website and posts public notices as necessary.

The Clerk advises the Parish council and ensures that correct procedures are followed and that it acts within its powers. Training is available up to the level of studying for the Certificate in Local Councils Administration, if required.

Attendance of the monthly meetings, currently held at 7.30pm on the last Thursday of the month, at Oreton Village Hall will be required.

The role is Part time and is for 10 hrs per month, the salary will be calculated in accordance with the National Joint Council for Local Government Services rates, dependant on experience.

Please submit Cv and covering letter/email to Neil Sutton

Chair of Farlow Parish Council

Little Stocking

Oreton Road

Oreton

Kidderminster

DY14 0TJ

[littlestocking@hotmail.co.uk](mailto:littlestocking@hotmail.co.uk)