

## **Clerk & Responsible Financial Officer – Great Coxwell Parish Council**

Applications are invited for the post of Clerk and Responsible Financial Officer, to start 1<sup>st</sup> April 2025.

This is a permanent, part-time position for 20 hours per month, working from home and to include some evening meetings, normally 6 meetings per year, in the village hall. The Clerk provides administrative support to the Council, and is the Responsible Financial Officer, with administration of Council finances. Some overtime is available with prior agreement if required.

Duties include:

Preparation for the meetings of the Council including preparing the agenda, taking the minutes, monitoring actions and decisions.

Ensuring all planning applications are considered by the Council and submitting responses to the District Council.

Managing the Parish Council's finances, payment of invoices, online banking, basic book-keeping, submission of accounting records for audit, VAT reclaim, preparing for budget review and precept.

Dealing with a variety of correspondence.

Salary offered is £13.47/hr, which equates to national scale SCP8 (£25,992 a year full time equivalent, at 37 hrs a week). Annual increases in line with Local Government Services Pay Agreement and/or experience.

For further information, or to apply please contact the clerk by emailing [clerk@greatcoxwell.com](mailto:clerk@greatcoxwell.com), with a cover letter and CV. Interview will be via Zoom.

**Closing date: 2nd March 2025.**