**VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER**

**Part-Time position: 26 hours per month**

**Salary range: SCP 5-11 (starting point based on experience)**

 **(Start date:January 2024)**

Our Parish Clerk is leaving. Applications are invited for the part-time position of Clerk and Responsible Financial Officer to Winterborne Whitechurch Parish Council.

The parish lies between two hills, Blandford Hill on the northern end being the main A354 road to Blandford and Salisbury, while Dorchester Hill towards the south leads to Dorchester and Weymouth.

The role requires excellent communication skills along with good organisational and numeracy ability.

Experience with Microsoft Word and Excel are needed.

The work is primarily home-based with monthly meetings (usually up to 10 a year) in a Church Hall

Laptop and printer provided.

New Clerk training is available with the Dorset Association of Parish & Town Councils along with additional courses and the Annual Clerk's Seminar.  More details at  … [**www.dorset-aptc.gov.uk**](https://www.dorset-aptc.gov.uk/www.dorset-aptc.gov.uk)

Key aspects of the work are:

* to ensure that statutory and other provisions governing or affecting the running of the Council are observed.
* to monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
* to prepare agendas for meetings of the Council; to attend such meetings, prepare minutes for approval and complete actions.
* to receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
* to attend training courses or seminars on the work and role of the Clerk as required by the Council.
* To keep the Council's website up to date with latest Minutes of Meetings, Agendas for Meetings and any other information as required

Applicants holding the CiLCA qualification and clerks who already work part-time for another parish are welcome to apply. A full job description can be supplied upon request.

Please apply in writing; stating how you would be able to achieve the bullet points above, attaching an accompanying CV, with the details of two Referees.

Email your application or any enquiries to: info@liamdeeney.co.uk

**The closing date for applications is 19th January 2024**