**COLTISHALL PARISH COUNCIL**

**Vacancy for Parish Clerk and Responsible Financial Officer.**

Coltishall Parish Council is looking to appoint an enthusiastic and self-motivated individual to the role of Parish Clerk and Responsible Financial Officer from March 2020.

In this role you will be responsible for carrying out a wide range of duties to ensure that the decisions of the Council are carried out and that the Council meets its legal and financial obligations. This will involve:

* Advising and supporting the Chair and Parish Councillors
* Arranging and attending the monthly meetings - preparing agendas and minutes and publicising them
* Arranging and attending additional meetings as required
* Manage the Parish Councils finances, including payroll, and preparing the accounts for annual audit
* Manage the Parish Council website
* Liaising with District and County Councillors, Broadland District Council, the Broads Authority and others as appropriate
* Produce a monthly newsletter for the local magazine (The Marlpit)
* Attending to correspondence, administrative tasks and reviews of Parish Council Policies
* Managing Parish Council assets

The position is home-based and is for 15 hours a week, to be worked flexibly. The salary will be paid in accordance with experience and in line with NALC guidelines – new SCP 13-17.

Local Government experience and holding the Certificate in Local Council Administration (CiLCA) is desirable but not essential. However, the successful candidate will be expected to study and obtain the CiLCA qualification within 18 months of appointment. The professional development of staff is supported and funded by the Parish Council.

The Council will supply suitable IT equipment.

To apply, please email a CV and covering letter to the Chairman – James Matthews at [Max\_jam@hotmail.co.uk](mailto:Max_jam@hotmail.co.uk) . If you would like to discuss this vacancy further please email or phone James Matthews on 07790 656074.

Applications close at 5pm on Monday 20th January 2020.