

## Ilchester Parish Council – Clerk and Responsible Financial Officer (RFO) Vacancy

Due to our Parish Clerk retiring, we are looking to appoint a new Parish Clerk and RFO to start on 1<sup>st</sup> January 2024. There will be an opportunity to work alongside our current clerk for a period, depending on your level of experience.

### Details:

- The post is part-time, and home based, for an average of 30 hours per month.
- The working hours are flexible, other than the post holder must be able to attend the monthly council meetings, currently held on the second Thursday of each month at 7.30pm.
- Meetings are held in Ilchester's Town Hall.
- Payment is currently monthly with rates according to the Local Government Salary guide, commensurate with experience and qualifications.
- Salary will be agreed on appointment.
- Closing date for applications is to be agreed but no later than 1<sup>st</sup> November 2023.

### Responsibilities:

The applicant will:

- Be computer literate (email, word processing and spreadsheets),
- Be responsible for organising all meetings of the Parish Council,
- Publish Agenda and Minutes promptly,
- Deal with correspondence via mail, email, and phone.
- Be responsible for all aspects of financial administration, maintenance, and security of all Council records.
- Prepare cheque payments for bank authorised Council signatures,
- Be responsible for the Cemetery records and burials as necessary,
- Deal with various ad hoc items as necessary for the smooth running of the Parish.

### Qualifications:

- Whilst it is not necessary to hold the Certificate in Local Administration qualification, this would be an advantage. However, training can be offered if required.
- Good local knowledge of the whole of the Parish area will be an advantage.

Should you wish to discuss this opportunity further please contact either our Chairman, Mr. Steve Marsh on 07939 272557, or email [steve.marsh.home@icloud.com](mailto:steve.marsh.home@icloud.com), or the current clerk Mr Philip Horsington: email [clerk@ilchesterparishcouncil.gov.uk](mailto:clerk@ilchesterparishcouncil.gov.uk), both of whom will be happy to answer any questions you might have.

To apply please send your CV and covering letter by email to: Mr Steve Marsh.