

DONINGTON ON BAIN PARISH COUNCIL
PART TIME CLERK AND RESPONSIBLE FINANCIAL OFFICER

Overview: Donington on Bain Parish Council invites applications from suitably qualified and experienced persons for the above post. The meetings of Donington on Bain Parish Council are held on the last Monday of every month (except August & December) at 7.30 p.m., in Donington on Bain Village Hall. Donington on Bain Parish Council consists of 5 members.

Requirements: If the successful candidate is not, however, already familiar with local government procedures, finance and audit then induction training through LALC will be required. The candidate may also wish to consider working towards the Certificate in Local Council Administration.

Some of the duties that the successful candidate will be responsible for will include:-

- The preparation of meeting agendas and taking accurate minutes of Parish Council Meetings
- Keeping accurate financial records, banking, invoices, payment of accounts and HMRC payments/wages
- Liaison with contractors
- The council's budget; liaising with auditors; preparing end of year accounts
- Acting on resolutions made at the parish council meetings
- Maintaining records of assets and insurance
- Maintaining and updating the parish council's website

Working Arrangement: The Clerk will be expected to work from home for which an allowance will be paid. The working hours will be 24 hours per month.

Salary: The salary will be at NALC/SLCC Scale SCP 7 - 12 (old scale 18-22) (£10.16 - £11.22 per hour) dependent upon the experience and qualifications of the applicant.

Application process: A letter of application together with Curriculum Vitae and details of two people who could be contacted for references should be sent to the Chairman, by e-mail to doningtononbainpc@gmail.com.

Applications to be received by 10th June 2019.

Further details may be obtained via email, marking the subject box: **Clerk's vacancy**.

Interviews will take place on **17th June 2019**.

The successful applicant will be expected to take up the post at a date to be agreed.