

Advert for publication via Norfolk Association of Local Councils and Norfolk Parish Training and Support – to attract existing clerks

Newton Flotman Parish Council in South Norfolk is looking for an enthusiastic and self-motivated person to take on the role of Parish Clerk and Responsible Financial Officer. The council is proactive and friendly.

The position is home-based for 7 hours per week and it is hoped that the successful candidate will start at the end of May, a laptop will be provided.

Salary and conditions will be based on the NJC model, salary scale SCP 14 – 19 depending on qualifications and experience, plus Local Government Pension.

No formal qualifications are required although applications from CiLCA qualified clerks would be welcome.

A handover from the current clerk is available, as is necessary training.

Main duties include:

- Arranging, publicising and attending six Council meetings per year held on the last Tuesday of January, March, May, July, September and November
- Arranging, publicising and attending planning meetings as required
- Preparing agendas, meeting documentation and writing minutes
- Acting as the Responsible Financial Officer in managing the Council's finances including preparing the budget, payment of invoices, reclaiming VAT and end of year accounts
- Managing HMRC PAYE (Basic Tools)
- Maintaining Council files and records
- To attend to correspondence on a day-to-day basis and implement the Council's decisions
- Updating the website, notice board, Facebook page and sending regular updates to parishioners via email newsletter
- Managing Council assets
- Dealing with correspondence, including liaising with District & County Councils, local organisations and the public
- Ensuring current legislation and procedures are adhered to by informing and advising the Council and updating Council policies and processes

For further information and to apply please contact the clerk, Julie King 01508 470759 clerk@newtonflotmanpc.co.uk

Closing date, **Friday 22nd April**

Advert for publication in the village and surrounding villages

Would you like to work from home for a few hours a week?

Newton Flotman Parish Council is looking for an enthusiastic and self-motivated person to take on the role of Parish Clerk and Responsible Financial Officer.

The position is flexible, extremely varied and home-based for 7 hours per week. It is hoped that the successful candidate will start at the end of May, a laptop will be provided.

Salary will be dependent on qualifications and experience, likely to be in the range of £12.21 - £13.48 per hour, plus paid holiday and Local Government pension.

No formal qualifications are required although applications from CiLCA qualified clerks would be welcome. A handover from the current clerk is available, as is necessary training.

A good standard of computer literacy and general administrative experience is necessary, as well as a sense of community engagement.

Main duties include:

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