**Tetsworth Parish Council**
Tel: 07501 306382
Email: clerk@tetsworthparishcouncil.co.uk

**ADVERTISEMENT**

|  |
| --- |
| **TETSWORTH PARISH COUNCIL (TPC) - CLERK VACANCY** |
| **PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO) WANTED** |
| **Location: Home or Office (TPC has no office of its own)** |
| **Hours: Up to 14 hr per week or 56 hr per month** |
| **Starting Salary £10.44/hr - £12.48/hr depending on previous experience plus travel expenses.** |
| **Detail**The role of the Parish Clerk & RFO is to facilitate the work of the Councillors, to carry out decisions made by them in line with strict authority guidelines and to manage the Council's day-to-day financial affairs. The successful candidate will work closely with the members of the Council. As the Proper Officer of the Council, the Clerk prepares the agenda for and takes the minutes at Parish Council meetings, deals with correspondence, manages the Council's website, and deals with enquiries from the public. Additionally, as RFO you will maintain detailed financial records and prepare the yearly audits. The Clerk is at the heart of local affairs.The Council meets in the Tetsworth Memorial Hall on the 2nd Monday of each month.You would ideally have prior experience working as a Parish Clerk. Alternatively suitable training will be provided as required. |
| **Qualities (check Person Specification)**The candidate would have good administrative, interpersonal and computer literacy skills (especially Excel or similar). Accounting experience would be an advantage but is not essential. You would need to be proactive and comfortable working with the council members as a team.  |
| **Call to action:** **How to apply - by email to** clerk@tetsworthparishcouncil.co.uk**Deadline - none but at your earliest convenience.****Interview date - to be arranged by mutual consent.** |