

Thriplow Parish Council wishes to recruit a reliable person to fill the position of Parish Clerk that is currently vacant due to the resignation of the previous incumbent. The position is part-time. The estimated hours are between 10 and 20 per week. On occasion, the successful candidate will be required to work in the evenings attending parish council meetings and other gatherings as necessary. The post will suit a retired or semi-retired professional person with good literacy and communication skills. An ability to interact with members of the public is essential. Some experience of book keeping/accountancy would be a distinct advantage. Hours can vary but maybe up to 20 hours a week, which equates to an annual remuneration of up to £10000.00

The parish clerk is also the Parish Council's Responsible Financial Officer and Data Protection Officer.

Parish Clerk

Duties and Responsibilities:

- preparation of agendas and minutes for meetings;
- preparation for meetings including – producing a list of correspondence received and copies of important emails and paperwork for some agenda items;
- distribution of minutes and ensuring their publication;
- dealing with the parish council's correspondence (including emails);
- advising the parish council on compliance with Standing Orders;
- updating Standing Orders and Financial Regulations in conjunction with parish councillors;
- ensuring the parish council complies with Transparency Regulations;
- maintaining and updating Declarations of Interest made by parish councillors;
- overseeing the implementation of projects undertaken by the parish council;
- maintaining the parish councils' property and historical records;
- dealing with the circulation of planning applications received and reporting the views of parish councillors to South Cambridgeshire DC;
- maintaining an updating (where required) the parish council's Data Protection Policies;
- dealing with the pension arrangements put in place by the parish council for its employees where applicable;
- liaising with the parish council chairman and keeping that person of developments and actions between parish council, meetings;
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Responsible Financial Officer

Duties and Responsibilities:

- maintaining the books of account kept by the parish council;
- presenting details of monies held and expended by the parish council at parish council meetings;
- preparation of figures in January each year to enable the parish council to determine the annual precept;
- maintaining the parish council's banking records and carrying out the parish councils' banking;

- paying bills and invoices;
- preparing the parish council's accounting records and presenting them to the internal auditor for audit at the end of each financial year. Dealing with and providing any explanations required to the Internal Auditor;
- Obtaining the approval of the parish council to the Annual Return once completed by the Internal Auditor. Submitting the Annual Return to the External Auditor;
- Dealing with any queries raised by the External Auditor;
- Ensuring that all notices required are published in relation to the External Audit procedure;
- ensuring that the parish council maintains up to date PAYE records and that any PAYE payments due from the parish council are paid on time to HMRC;
- Prepare and help distribute the annual leaflet in collaboration with the council

For more information on this vacancy please email any of the following

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