# Parish Clerk

Are you passionate about your community, like dealing with people and interested in the first tier of government? If so, you might be interested in our vacancy for a Parish Clerk in Peakirk. We are a small parish of about 450 people in the north of the Peterborough Unitary Authority with an annual turnover of about £12,000.

The post is part time and suited for home working with a requirement for attendance at Council meetings

## Role

* Clerk to the council
* Proper officer
* Responsible financial officer

## Duties

* Advise the council on procedural matters
* Advise the council on the legal framework within which they operate
* Maintain financial accounts
* Keep a record of income and expenditure and produce monthly accounts
* Validate invoices and submit for approval by the council
* Maintain the risk register
* Maintain the asset register
* Issue meeting summons and agendas (11 meetings per year plus the annual parish meeting)
* Take minutes
* Upload content to the council website to comply with the Transparency Code
* Keep the Parish Council Noticeboard up to date
* Ensure that acceptance of office and declarations of interests are completed by councillors
* To liaise with Peterborough City Council and other outside bodies

## Qualifications and Experience

* Holds the Certificate in Local Council Administration or is willing to obtain it
* Experience of taking minutes, preparing reports, dealing with correspondence, keeping records
* Proficiency in Microsoft Word and Excel

## Place of Work

Your own home and Peakirk Village Hall

## Hours of Work and Pay Scale

Twenty hours per month. Pay scale LC1, typically SCP 21 (£10.44/hr) depending on qualifications and experience.

## For Further Information

Contact Henry Clark, Chairman on 01733 253203 or henryclark@iee.org.