

LEWKNOR PARISH COUNCIL

www.lewknorparishcouncil.gov.uk

CLERK / RESPONSIBLE FINANCE OFFICER

PART TIME: 35 HOURS per month

SALARY: LC1- 2 £13.97 - £16.67 per hour

BASED ON WORKING FROM HOME EXCEPT FOR PARISH COUNCIL MEETINGS

Lewknor Parish Council is looking for an enthusiastic, self-motivated person to take on the role of clerk and Responsible Finance Officer. The parish council has six councillors serving Lewknor village, Postcombe and South Weston.

The role involves attendance at Parish Council meetings, which are held in the evening on the second or third Monday of each month (except August, unless needed). The successful applicant will be required to prepare agendas and supporting documentation, produce the Minutes of the meetings, carry out actions from the Minutes, provide support on local government matters and give advice on council policies and procedures as well as carrying out the duties of Responsible Financial Officer to the Council. These include maintaining the finance spreadsheets, dealing with invoices and payments (made online), drawing up the annual budget and completing and submitting the internal and external audits.

The parish council is looking for someone who is confident, highly motivated and an excellent communicator with good organisational and administrative abilities who can comfortably work alone but is also comfortable taking instruction from councillors. They must be IT literate and manage the council's website. A laptop, printer and mobile phone will be provided.

The role is based on home-working except for the parish council meetings which are held in the village hall in Lewknor village, OX49 5TL.

The current Clerk will provide some training and there will be a handover period plus comprehensive handover notes and guidelines. OALC training courses will also be available.

For further information please contact the clerk: clerk@lewknorparishcouncil.gov.uk

The closing date for receiving applications is Friday 20th September 2024