**BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL**

**CLERK TO THE PARISH COUNCIL AND RESPONSIBLE FINANCIAL OFFICER**

**PART TIME: 5-7 HOURS PER WEEK**

Bolton-by-Bowland, Gisburn Forest and Sawley Parish Council is seeking to appoint a Clerk and Responsible Financial Officer.

Hours of work will be flexible and subject to workload and the schedule of parish council meetings.

The successful applicant is likely to have had prior experience either as a Parish Council Clerk or else in some equivalent role in business. He or she will work predominantly from home and must be a first-class administrator with excellent communication and financial skills.

The Clerk will be required to:

* Ensure that statutory and other provisions affecting the running of the parish council are observed and obligations for risk assessment are properly met.
* Prepare the agendas, attend all formal meetings of the parish council and the Parish Meeting and prepare the minutes thereof.
* Attend all meetings and conferences as may be necessary for the proper discharge of duties.
* Receive correspondence on behalf of the parish council and deal with the items or bring them to the attention of the parish council promptly.
* Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents of or concerning the parish council or its staff.
* Keep all financial records of the parish council, make payments of invoices, wages, VAT and PAYE, monitor and balance the parish council’s accounts and prepare records for audit purposes.
* Update the parish council’s website and noticeboards as required.
* Act as the representative of the parish council, as required.

Salary to be discussed at interview.

**Applications to be made using the application form. The closing date for the receipt of applications is Monday 25th October, 2021, with interviews to be held in early November 2021.**

**For further information please contact Cllr Derek Glover on 01200 445913 or at** [**clerk@boltonbybowland-gisburnforest-sawley-pc.org.uk**](mailto:clerk@boltonbybowland-gisburnforest-sawley-pc.org.uk)

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