

# Over Parish Council

## Clerk and RFO

**Where you are located:** Over, South Cambridgeshire

**Number of electors:** 2283 (@15/08/2018)

**Summary of the job and functions:**

Advise the Council on procedural matters and on the legal framework within which it operates

Maintain financial accounts and prepare them for audit

Validate invoices and submit them for approval by the Council

Keep a record of all payments and receipts and produce quarterly bank reconciliations

Maintain the Council's risk and asset registers

Issue summonses, reports and agendas (11 PC meetings p.a. plus the annual parish meeting)

Take minutes. File documents appropriately and archive or destroy redundant material.

Help to prepare summaries of policies and procedures for publication on the Council's website

Liaise with Cambridgeshire CC, South Cambridgeshire DC and other relevant bodies

**Requirements in terms of experience and education:**

Hold the Certificate in Local Council Administration (CiLCA) or be willing to obtain it within two years

Be experienced in taking minutes, preparing reports, dealing with correspondence & keeping records

Be proficient in using Microsoft Word and Excel

**Hours of work:** In the region of 15 hours per week, negotiable depending on experience.

**Days and times of work:** Home-based, with meetings in Over Town Hall.

**Salary:** LC2, scale points 26-29.

**Start date:** ASAP

**How to apply:** Letter & CV to the Chairman

**Closing date for applications:** 15<sup>th</sup> October 2018.

**Contact for more information:** Graham Fenn, Chairman (01954 200850)

**Email Address for applications:** g.fenn@ace-eng.co.uk

**Other information:**

The Parish Council meets on the 2nd Tuesday of the month at 7.30pm in Over Town Hall (except in August when there is no meeting). The Clerk is expected to attend all meetings. All admin work is carried out at home. A laptop computer and scanner are provided.