Clerk / RFO to Southam Parish Council (Tewkesbury District)

Southam Parish Council is seeking to appoint a suitably qualified and experienced Clerk / Responsible Financial Officer. The parish covers the village of Southam, the Noverton estate in Prestbury and much of Cleeve Common.

We are a friendly Parish Council comprising 7 councillors and we meet monthly on the second Tuesday of each month.

The main duties are:

- Preparing agendas, attending meetings, taking minutes, advising Councillors on procedural and legal matters, and progressing actions, as well as keeping policies and procedures under constant review.
- Handling all incoming and outgoing correspondence and acting as the first point of contact for residents.
- Managing the Council's finances. (Precept £12,000) Settlement of invoices, collection of newsletter income, VAT reclaim, budgeting, bank reconciliations, financial monitoring and reporting, preparation for internal audit and completion of year end procedures.
- Coordinating and submitting responses to planning applications.
- Uploading statutory information to the village website. The Council plans to have its own dedicated website.

The hours of the post are 6 per week (working from home - £6 per week allowance payable) which can be worked flexibly other than attendance at the meetings.

Salary negotiable dependent upon experience and qualifications. Applicants will be expected to be CiLCA qualified or to be willing to work towards the qualification. The post may suit an existing Clerk seeking to increase their hours.

Applications for the post should be submitted by way of a covering letter and CV to the following e-mail address: clerk@southamtoday.org.uk. Please contact the Clerk, Liz Dowie, on 01242 224562 for additional information about the role.