

Sourton Parish Council

Vacancy: Clerk and Responsible Finance Officer

This part time post is 6 hours per week. The starting salary is LC1, SCP7, £10.16 per hour.

The post is subject to a 3 month probationary period

Working from home you will be responsible for all aspects of finance and administration of the parish council, providing advice and implementing decisions.

Duties will include:

Attending 12 evening meetings per year at Sourton Hall with some additional meetings when required.

Preparation of meeting agendas, minute taking etc

Dealing with correspondence

Liaising with local contractors and government officials and departments

Production of annual accounts of the Parish Council

Ensuring the Parish Council complies with all relevant legislation

Management of Parish Council website.

Skills required include:

Good literacy, numeracy and communication skills.

For further information please contact the Parish Clerk

Tel 01837 861230 or email parishclerk@sourtonpc.org.uk

Applications in writing to the Chair, Cllr Andrew Horn, Lake Farm Cottage, Lake, Sourton, Okehampton EX20 4HQ

Closing date: 13th October

Interview date: 21st October