

# THUNDRIDGE PARISH COUNCIL APPOINTMENT OF CLERK and RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL

**Salary within grade LC1 and part LC2  
(SCP 5 – 20 - £18,795 - £25,295 p.a. pro rata)  
Part-time (up to 10 hours per week)**

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community and work towards Quality Parish Status, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound leadership, management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

The RFO element requires the use of Excel spreadsheets and you must be demonstrably competent in producing annual and monthly accounts including bank balance, income and expenditure against budget, forecasting, and setting the annual budget and completing the annual audit return, whilst ensuring the Parish Council remains compliant with all governing legislation.

We offer excellent nationally based terms and conditions of employment for this full time post which involves evening attendance for at least 10 meetings per year.

Thundridge Parish consists of the three villages of Thundridge, Wadesmill and High Cross.

**Please call Belinda Irons, Clerk, 14 Crawley End, Chrishall, Nr Royston, Herts, SG8 8QL**

**Tel: 01763 838732 email: [clerk@thundridgeparishcouncil.or.uk](mailto:clerk@thundridgeparishcouncil.or.uk) for a recruitment pack and an application form.**

Closing date for applications: 12<sup>th</sup> July 2019