**Foxley Parish Council**

**WANTED**

**Parish Clerk and RFO**

The job description:

•Organising and attending council meetings, preparing agendas, and writing minutes (5 meetings a year)

•Maintaining and updating the village noticeboard and village website.

•Maintaining/updating files and documents

•Implementing the Council’s decision

•Attending to all correspondence including letters and emails

•Distributing relevant information to Councillors

•Act as the responsible Financial Officer, manage and report on the Parish Council’s finances, including HMRC PAYE, annual budget preparation, payment of invoices, reclaiming VAT and prepare the accounts for annual audit

•Acting as the Data Protection Officer for the Parish Council

•Monitoring planning applications and circulating to the Council

•Liaising with County and District Councillors

Training is available, if required, which is paid by the Parish Council

Pay is based on experience. Approximately 140 hours per year. (Circa £2k to £2.5k.)

Please contact current either Ali Blatchford (Current Clerk) in the first instance for more information:

Tel No 07717774743

Email: foxleyparishclerk@outlook.com