# Vacancy for Parish Clerk and Responsible Financial Officer

Leavening Parish Council is seeking an enthusiastic person to take on the post of part time Clerk and Responsible Financial Officer**.**

Time spent by the Clerk on council business varies, but is currently 5 hours per month

Duties include:

* Preparing agendas and writing minutes for full council meetings
* Maintaining information of expenditure and income, making payments and preparing the annual budget document
* Completing the end of year accounts on behalf of the council.
* Acting as advisor to the council
* Compilation and dealing with correspondence,

The ideal candidate will have administrative and financial skills and be computer literate (ability to use e-mail is necessary). The post holder will work from home and will be required to attend approximately seven evening meetings per year.

Salary (dependent on experience) is £600 per annum plus reasonable expenses.

Expressions of interest to sent via email to [chair@leavening.online](mailto:chair@leavening.online) by 14th July 2017

Further information by telephone contact: Jeff Pacey on 07880 836848.