

Chacewater Parish Council - Application form

Position applied for - Chacewater Parish Clerk and Responsible Financial Officer

Chairman Councillor Martin Stephens
Mount Pleasant Farm
Carnot
Chacewater
TR4 8PA
Tel: 01872 560784
email martin.stephens@chacewater.org

Clerk Charlotte Bearham
The Malt House
Chacewater Hill
Chacewater
TR4 8QA
Tel: 01872 560478
email parish.clerk@chacewater.org

Title _____ Full Name _____

Address _____

Postcode _____ Contact tel no _____

Email address _____

Please complete this application form and send with your CV and/or your relevant work experience to

Cllr Martin Stephens

Address and email address above

Application closing date - noon Friday 9th November 2018

Thank you for your interest in this post

Parish Clerk and Responsible Financial Officer _ Job Description SUMMARY

(Full details in CPC Job Description)

- Prepare and circulate agenda for the monthly or interim parish meetings
- Attend regular end of month (Friday evening) and some mid-month (Friday evening) meetings
- Receive & Relay legal / statutory governance from Local Government
- Take minutes of meetings and keep records, maintain attendance record book
- Writing / receiving letters / emails
- Download and prepare planning applications for Parish meetings
- Record Declarations of Interest
- Keep all records of the Parish Council
- Maintain Parish Council media (e.g. websites, noticeboards)
- Develop and maintain the Parish Facebook page
- Ensure compliance with GDPR
- Attend training as required
- Administer Chacewater Parish Council contracts
- Allocate monthly recreation and parish property safety inspections. Record completed data
- Report Parish and highways complaints
- Other duties commensurate with this post, from time to time as required

Responsible Financial Officer

- Keep financial records of the Parish Council and present accounts for audit as required by CC
- Prepare Direct Debits/ BACs/cheques for payment for signature/ approval by Councillors at monthly meetings
- Process approved Direct Debit/BACs payments via on-line banking
- Provide copies of Auditors Report to Parishioners on demand and charge therefor
- Prepare draft Budget for approval of Councillors and advise Cornwall Council of the resolved Parish Precept for the following financial year

Tasks within the job description may vary or be subject to change in consultation