

# BOUGHTON PARISH COUNCIL

## Parish Clerk & Responsible Finance Officer

Boughton Parish Council is looking for an enthusiastic and self-motivated person to fill the role of Clerk to the Council and Responsible Financial Officer.

Boughton is a small rural parish with a tax-base of 105 households situated off the A134 near Stoke Ferry to the south of Downham Market. There are currently six Councillors with a single vacancy prior to the elections in May.

Experience as a Parish or Town Clerk is preferred and holding the Certificate in Local Council Administration (CILCA) is desirable. The post is for 3 hours a week and is based from home with a laptop provided, with evening meetings normally taking place at the Village Church Amenity Centre. The successful candidate will be expected to:

- Arrange, publicise and attend 6 Full Parish Council meetings and 3 Fen Ctte meetings per annum plus one Annual Parish Meeting held on the same date as the Annual Meeting of the Council.
- Preparation of agendas and taking minutes of the meetings.
- Attend to administrative tasks including maintaining paper and electronic files and the Parish Council website, annual review of all parish policies, dealing with correspondence and enquiries, and overseeing the maintenance of parish council assets
- To monitor planning applications and circulate to Councillors
- Act as the Responsible Financial Officer, manage and report the Parish Council's finances and prepare the accounts for annual audit
- Advise and support the Councillors
- Act as the Data Protection Officer for the Parish Council
- Liaise with District and County Councillors (and other organisations as needed)
- Maintain and update the Parish Council website

The successful candidate will be working with a friendly and keen group of Councillors. Support and training (if required) will be offered via Norfolk ALC.

The salary will be paid in accordance with experience and qualifications in line with National Joint Council rates.

Closing date for applications: Friday 17 March 2023.

Please send a copy of your CV with a covering letter to the Chairman: Neil Matthew, Walnut Tree Barn, Hall Farm, Mill Hill Road, Boughton, Norfolk, PE33 9AE. Or e-mail: [chair.boughtonpc@gmail.com](mailto:chair.boughtonpc@gmail.com) or clerk: [boughtonpc@gmail.com](mailto:boughtonpc@gmail.com)