

Vacancy

Responsible Financial Officer

Little Ribston Parish Council

One to two hours a week, salary £11.02 per hour

You will have good organisational and communication skills; you will be able to work efficiently and effectively under pressure and on your own initiative. You will have financial and administrative skills and be computer literate.

There is an element of evening work, principally attendance at bi-monthly Parish Council meetings.

The main duties are:

- **Responsibility for the Parish Council's finances (day-to-day and year end). The current precept (Parish Council element of the Council Tax) is £4000**
- **Payroll for two members of staff, the Clerk and RFO**
- **Maintenance of asset register**
- **Completion of annual AGAR return**
- **Bank reconciliation**
- **Payments and receipt spreadsheets**
- **Budget setting for the discussion and approval by Councillors.**
- **VAT returns**

If you are interested in the vacancy please send your application

To the Clerk

ribstonparishclerk@gmail.com

Closing date December 11th 2018 5pm

Further information can be obtained from the Clerk 01937 583578