

**Twywell Parish Council –**  
**Vacancy for Parish Clerk/Responsible Financial Officer**

**Twywell is a small parish which lies three miles west of the town of Thrapston, in North Northamptonshire. The Parish Council now seeks a suitably qualified and experienced parish clerk, although enthusiasm to learn will be an alternative to formal qualifications.**

**The role will involve providing advice and support to the Council's four councillors, which is anticipated to reach its full complement of seven in the coming months.**

**Pay and Hours**

Salary will be £14.86/hour, with 3 hours per week required, with the potential for overtime at certain times of the year.

The post will involve flexible working from home, with laptop provided, although there will be a requirement to attend some evening council meetings (approximately four per year) within the parish.

Duties involve:-

- Publishing agendas and taking minutes of council meetings – using both the Council website and its notice boards.
- Advising councillors to ensure the Council acts in line with its own policies and legislation.
- Updating the parish website so that transparency regulations are met and parishioners have a useful source for news and events in the parish;
- Maintaining sound financial records – this to include book-keeping, PAYE, VAT reclaims, reconciliation of bank accounts and dealing with the council appointed Internal Auditor to ensure timely filing of the Annual Governance and Accounting Returns.
- Keeping track of new legislation through liaison with the Northamptonshire County Association of Local Councils (NCALC)
- Overseeing the parish allotments and village fund
- Liaison with North Northamptonshire Council on matters that affect the parish – such as planning applications, highways and litter.

Essential Skills:-

- Good communicator
- Competency using email and in the creation of documents.

Training:-

- Guidance and training from the current clerk and chairman will be available to ensure a supportive handover.

To apply for the position or for more information, contact the clerk at [clerk@twywellparishcouncil.co.uk](mailto:clerk@twywellparishcouncil.co.uk)

**Closing Date for Applications:-** Sunday 24<sup>th</sup> October 2021