

## LOW CONISCLIFFE AND MERRYBENT PARISH COUNCIL

### VACANCY FOR PART-TIME CLERK/RESPONSIBLE FINANCE OFFICER

The Parish of Low Coniscliffe and Merrybent is a small Parish consisting of some 278 properties, located within the West End of Darlington Borough. The Parish is divided into three settlements, namely Low Coniscliffe, Merrybent and Devonshire Court.

We are seeking a part-time Clerk/Responsible Finance Officer, to work on average 10.5 hours per month. Hours are flexible and can be worked from home to suit the post holder, other than a requirement to attend and support Parish Council meetings, which currently take place on a Tuesday evening, every other month. The Clerk is expected to advise the Parish Council to ensure it acts within its powers and complies with all legal and statutory responsibilities.

The role includes:

- \* Preparation of Agenda and Minute taking at Parish Council Meetings
- \* Liaise with the Local Authority
- \* Management of accounts, including maintaining financial records, Bank account reconciliation, preparation of Budgets, PAYE etc
- \* Preparation of the Annual Governance and Accountability Return
- \* Attendance at meetings as required

Salary: £ to be agreed

Salary is calculated according to National Joint Council (SCO26)

Further information can be obtained from Mark Bailey Email: [marktheclerk@aol.com](mailto:marktheclerk@aol.com)