

## Barsham Parish Council

The Parish Council are looking for an experienced, enthusiastic and self-motivated person to take on the role of Parish Clerk and Responsible Financial Officer.

The role involves working 2 hours per week, flexibly, including attendance at the bi-monthly Parish Council meetings with occasional extraordinary meetings if required.

Duties will include, but are not limited to:

- Coordinating council meetings, drafting agendas, and recording minutes.
- Managing the Parish Council's website.
- Maintaining and updating records and documents.
- Managing outdoor play area.
- Executing decisions made by the Council.
- Handling all incoming correspondence, including telephone calls, letters and emails.
- Serving as the Responsible Financial Officer, overseeing and reporting on the Parish Council's finances, including, annual budget preparation, invoice payments, VAT reclamation, and preparing accounts for annual audit.
- Preparing quarterly financial reviews, and bank reconciliations.
- Managing, monitoring, and reporting on grant and funding opportunities.
- Acting as the Data Protection Officer for the Parish Council.
- Monitoring planning applications and distributing them to the Council.
- Coordinating with District and County Councillors.
- Providing advisory support to the Council.
- Attending training if required.

The successful applicant should be suitably qualified have exceptional organisational skills and attention to detail with the ability to manage multiple tasks and meet deadlines. Strong communication skills, both written and verbal, ability to work independently and proactively, good IT and organisational skills.

The salary will be paid in line with NALC guidelines and according to experience. Start date to be 6<sup>th</sup> October 2025. Please send your CV and covering letter to: [barshamclerk@gmail.com](mailto:barshamclerk@gmail.com)