



# Calverton Parish Council

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The Council Room, Main Street, Calverton, Nottingham, NG14 6FG

Clerk: Mr C. Thompson

Tel: 0115 9654560

Email: [clerk2thecouncil@btconnect.com](mailto:clerk2thecouncil@btconnect.com)

## Vacancy

### Deputy Parish Clerk

Calverton Parish Council is a large Parish with responsibilities over numerous assets and a vacancy has arisen, for a part-time Deputy Parish Clerk. The role exists to support the Parish Clerk and duties include:

- Finance:
  - The maintenance of the Council's financial records, using both paper and computer based systems, including production of budgetary information and the quarterly VAT returns including submission to HMRC.
  - Payroll, using PAYE basic and spreadsheets to produce the monthly Payroll and Pensions.
  - Assisting the Clerk in the payment of invoices, obtaining necessary authorisations.
  - Assisting the Clerk in maintaining income streams and banking receipts on a regular basis.
- Administration & Public Liaison:
  - To be responsible for the updating of the Council's website.
  - To assist the Clerk in gathering information to meet the need for transparency within the Council.
  - To ensure production of staff rotas.
  - To create and maintain a sustainable office management regime working closely with the Administrative Assistant.
- Other duties:
  - To assist and deputise for the Clerk at Parish Meetings, ensuring that accurate records are taken, maintained and published regarding these meetings.
  - To assist and deputise for the Clerk regarding the very important role of managing the Parish cemetery (-ies) and all aspects of the law regarding such.

The role is currently part-time, 16 hours per week, which will include the evening attendance at about 6 Parish Meetings per annum. Salary and terms & conditions will be in accordance with National Association of Local Council pay scales and will be dependent upon experience. The applicant would ideally have some experience within local government, must have experience of financial systems and be computer literate, with good communications skills both verbal and written.

For further details, please email: [clerk2thecouncil@btconnect.com](mailto:clerk2thecouncil@btconnect.com)

Please apply, by email to the address above or in writing to Calverton Parish Council, Main Street, Calverton, Notts. NG14 6FG. Attaching / enclosing your Curriculum Vitae.

**The Closing Date is 31<sup>st</sup> October 2019.**