

STILTON PARISH COUNCIL

Appointment of Responsible Finance Officer

To take office on 1st August 2017 when our current RFO leaves after 20 years of service. The post involves working from home, is part-time, taking on average 25 hours per month and attending the monthly meetings of Stilton Parish Council on the 2nd Tuesday of each month at 7.30pm in the Parish Room; also attendance at two meetings of the Finance and General Purposes Committee. The present RFO will ensure full briefing and an orderly handover.

The remuneration will be fixed depending on qualifications and experience.

Please send a CV and covering letter explaining why you would like this job. Please give the names and contact details of two referees. Applications will close on May 31st and should be sent to:

Mrs Mary Croll (Clerk)
10 Caldecote Road, Stilton, Peterborough, PE7 3RH
stiltonpc@yahoo.co.uk

DUTIES

1. To maintain all financial records, monitor income and expenditure against the approved budget.
2. To prepare financial records for monthly meetings of Stilton Parish Council (SPC).
3. To prepare payments due for submission to SPC.
4. To prepare a draft annual budget and precept recommendations for the next year for the annual budget meeting.
5. To prepare and submit the annual financial return and accounts for formal audit, liaising with the external and internal auditors.
6. To manage SPC's payroll, including PAYE, NI and HMRC.
7. To maintain VAT and PAYE records and liaise with HMRC.
8. To maintain the banking arrangements
9. To maintain the Parish Council Asset Register and ensure it is updated as required.
10. To attend meetings of SPC and report to the Parish Council Chairman.