

## **Plumstead Parish Council Parish Clerk**

Plumstead Parish Council is looking for a clerk working approximately two hours per week starting as soon as possible. There will be a handover period with the current Clerk. The clerk needs to live locally, but not necessarily in Plumstead.

The job is home-based and candidates will need to be computer literate and have administrative experience.

The Parish Council has a maximum of five Councillors and meetings are held four times a year in February, May, September and December.

Salary will be in the region of £270 per quarter.

The key duties are:

- Publicise and attend Parish Council Meetings.
- Prepare agendas and minute meetings.
- Liaise with Councillors and organisations as required.
- Manage the Parish Council finances using the spreadsheet already in operation, prepare the accounts for internal and external audit, produce an annual budget and use online banking.
- Keep Councillors informed of any relevant correspondence received between meetings and changes to relevant regulations and legislation that occur.
- Complete HMRC PAYE (Basic Tools) for the Clerk's salary.
- Perform administrative tasks such as maintaining paper and electronic files and dealing with correspondence and enquiries.
- Maintain and update the Parish Council website.
- To be the Data Protection Officer for the Council.
- To carry out any other duties as directed by the Chairman.

For an informal discussion about the role please contact Carolyn Price (Clerk) on 07845979112 or email [clerkplumsteadparishcouncil@hotmail.com](mailto:clerkplumsteadparishcouncil@hotmail.com)