

# **Horsted Keynes Parish Council**

Rear of the Village Hall, The Green,  
Horsted Keynes, RH17 7AP

## **RESPONSIBLE FINANCIAL OFFICER - VACANCY**

Due to an increasing workload at the Parish Council, Councillors have decided to recruit a Responsible Financial Officer to take on the financial administration and preparation of the Council's annual accounts.

Based in the Parish Council office at the rear of the Village Hall, the role is for 104 hours per year – an average of 2 hours per week (although the hours can vary dramatically from week to week to meet the workload and the financial deadlines imposed upon the Council.)

Working closely with and reporting to the Clerk, the Responsible Financial Officer will undertake all the financial administration required by the Council including:

- issuing payments and accounting for/banking all income
- reclaiming VAT
- processing payroll and producing National Insurance and tax returns for HMRC
- maintaining the Council's asset register
- preparing the annual budget and monitoring the Council's expenditure
- issuing invoices for payment and purchase orders for good or service required
- producing reports for the Parish Council to keep them informed of their financial position
- attending Finance Committee meetings (approx. 4 times a year – normally on a Saturday morning)

In addition – the Responsible Financial Officer will undertake some financial projects to ensure that the Parish Council is getting the best from the banking system and making the most of its VAT position.

Does this sound interesting?

The ideal candidate will be:

- numerate and thorough - with great attention to detail
- computer literate – with advanced level knowledge of Excel
- able to communicate effectively in writing, on the phone and in person
- able to work different hours each week depending upon the workload
- Keen to learn and provide an outstanding service to Councillors and residents of the Parish

If you wish to apply for this role – please send your CV together with a covering letter to the Clerk at the above address or by email to [horstedkeynespc@tiscali.co.uk](mailto:horstedkeynespc@tiscali.co.uk) by Monday 30<sup>th</sup> January 2012.