

Myerscough and Bilsborrow Parish Council

The Parish Council is seeking to recruit a new Parish Clerk but needs an experienced Clerk who is willing to step in immediately on a temporary basis (say for 2 months) the hours per week will be approximately 6 and the hourly rate will be subject to discussion and agreement but will be a minimum of £14.05 per hour. Other necessary reimbursement can agree on.

The contract will require the jobholder to provide office facilities as the Council has no premises of its own. A computer and printer can be provided but the jobholder will need to have access to the internet.

The responsibilities will include the following:-

1. Attendance at Council meetings which are held every 2 months and the Annual AGM, including the preparation of meeting agendas in consultation with the Chairman and other members as required. To take minutes and record them and prepare them for approval. Carry out in actions required from the minutes.
2. To assist in co-ordinating the preparations needed for the annual armistice service held at the War Memorial in Bilsborrow on November 11.
3. To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
4. To ensure the Council's obligations to insure are being properly met.
5. To ensure the Council's obligations for employee's Tax, PAYE and NI are properly met.
6. To prepare annual budgets for the Council to discuss and resolve prior to submission to Wyre Council.
7. To keep accurate accounting records and prepare accounts including for year-end audit.
8. To complete VAT returns and submit
9. To manage all correspondence and documents on the Council's behalf and to distribute as instructed or in accordance with the known policy of the Council.
10. To manage the Council' financial matters, including the receipt and issuance of invoices for goods or services purchase or sold by the Council. Too ensure prompt payment is made and payment due to the Council is collected.
11. To prepare and manage information for the Council's website and ensure this is uploaded.
12. To provide own transport to enable attendance at meeting and to place notices on the Council's notice board.