**HORSFORD PARISH COUNCIL**

[**http://www.horsfordpc.info**](http://www.horsfordpc.info)

Clerk to the Council – Anne Panella

Mobile 07792865144

e-mail [horsfordpc@gmail.com](mailto:parishcouncil@jimgravesltd.co.uk)

The Parish Council is looking to appoint a **Responsible Financial Office**r, initially for up to six hours per week to work alongside the Parish Clerk in support of the Council's eleven Councillors. The position is available for an immediate start, will be both home-based but envisaged that at least some time will be spent in the Committee Room at the Village Hall each week plus attendance at one meeting per month. A laptop is provided. Salary to be agreed, depending on qualifications and experience but within the National Joint Council for Local Government Service's pay scale (range SCP 7 -14 (£10.41 - £12.00 per hr)) plus 22 days holiday per annum, pro rata

Main duties to include;

Manage the Council's finances including preparing the annual budget, payment of

invoices, reclaiming VAT and preparation of the end of year accounts

Managing HMRC PAYE (Basic Tools)

Maintaining Parish Council financial files and records (paper and electronic)

An understanding of Local Government finances and relevant experience and/or qualifications would be an advantage but training will be available.

If you are interested and would like more information, please contact the Parish Council at [horsfordpc@gmail.com](mailto:horsfordpc@gmail.com) or phone on 07792865144

The Parish Council is in discussion with Broadland about expanding and improving facilities within the village; these initial discussions are looking at improvements for cycle and footpaths by using monies received from the various developments (Section 106 and Community Infrastructure Levy) and we will keep you updated on the parish council website and FB page.

The Parish Council has commissioned repairs to part of the footpath that runs beyond Pyehurn Lane and near the adventure park; it had become almost impassable due to flooding but the work, due to finish on 23rd July, should see this path accessible all year round.

Monthly meetings have now returned to the Village Hall: 7.15pm in the Committee Room on the first Monday of each month, and on a Tuesday when there is a Bank Holiday. A list of dates is on the parish council website.

If you wish to raise any issues or make suggestions with regard to services or facilities within the village please contact the Parish Clerk on [horsfordpc@gmail.com](mailto:horsfordpc@gmail.com) or any of the Parish Councillors, contact details are below.

**Parish Councillor contact details:**

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