



## Theydon Bois Parish Council

# Vacancy

Do you enjoy working with figures?

Are you computer literate?

Are you familiar with accounting software?

Do you want to work part-time hours?

Theydon Bois Parish Council currently has a position available for a **Responsible Financial Officer (RFO)**. This is an interesting role where you will be responsible for the financial records of the Parish Council and the careful management of its finances. Working closely with the Chairpersons of the Council and Finance Committee, you will monitor and balance the Council's accounts and prepare records for audit purposes and VAT returns.

Other duties will include:

- Monitoring and dealing with PAYE, National Insurance deductions, payments and returns.
- Receiving and reporting on invoices for goods and services and ensuring accounts are met.
- Issuing invoices on behalf of the Council and ensuring payment is received.
- Submission of annual precept as agreed by the Council, as well as liaison with the Council's internal auditor.

Ideally, you will be able to work 4-6 hours per week in the Parish Office at the Village Hall (Monday and Wednesday would be preferable). You will also be required to assist the Parish Clerk with filing, administration, telephone answering and other duties as necessary.

With experience working within a Parish Office, local government, not-for-profit or charity environment, you will have a good knowledge of budgeting/forecasting, VAT, PAYE and P&L.

This is an excellent opportunity to work within the heart of a vibrant village community. The hourly rate offered will be dependent on experience. Extra working hours may be required on occasions.

If you have the skills we require, please send a covering letter and CV, stating 'RFO position' on the envelope, to: **Councillor Sue Jones, Theydon Bois Parish Council, Village Hall, Coppice Row, Theydon Bois CM16 7ER or email [theydonboisclerk@supanet.com](mailto:theydonboisclerk@supanet.com)**

Closing date: Friday 17<sup>th</sup> April 2009.

Interview date: w/c 27<sup>th</sup> April 2009.