

## **Oulton Parish Council (Norfolk)**

Part-Time Vacancy has become available for a Parish Clerk/RFO in this small rural Parish.

Hours: 3 hours a week

Duties will include, but are not limited to:

- Arranging, and participating in council meetings, drafting agendas, and recording minutes, which are held every 6 weeks.
- Maintaining and updating Council records and documents.
- Executing decisions made by the Council.
- Handling all incoming correspondence and emails.
- Distributing pertinent information to Councillors.
- Serving as the Responsible Financial Officer, overseeing and reporting on the Parish Council's finances, including the annual budget, settling bills and invoices, reclaiming VAT, running the Clerk's payroll, preparing accounts for annual audit and submission of the AGAR form.
- Collaborating with both internal and external auditors.
- Preparing financial reviews against budget.
- Acting as the Council's Data Protection Officer.
- Planning applications and responding to the LPA where necessary.
- Coordinating with District and County Councillors.
- Providing advisory support to the Council.
- Updating the Parish Council website.

Pay rate according to experience and qualifications.

May suit someone who wishes to add another Parish to an existing Clerk position.

Please submit your CV to the Parish Clerk  
[oultonpc@gmail.com](mailto:oultonpc@gmail.com) or

Susan Mather, Chair Oulton Parish Council  
[matherhome@btinternet.com](mailto:matherhome@btinternet.com)

