



## Responsible Financial Officer / Bookkeeper Required

We are currently recruiting for a part-time RFO/Bookkeeper to work for the Parish Council. The work is flexible, around 8 hours per month.

As Responsible Financial Officer you will be responsible for:

- Advising and reporting on all matters relating to the financial management of the Parish Council
- Checking incoming invoices
- Monthly bank reconciliation
- Preparing the annual VAT return
- Posting all financial information to a budget spreadsheet for Council members
- Setting the agenda, placing agendas up on noticeboards and notifying Councillors of monthly Finance Committee meetings
- Preparing information and attending Finance Committee meetings
- Completing the minutes following the Finance Committee meetings
- Overseeing payment of suppliers as agreed by the Finance Committee
- Providing information and reports to the Full Council monthly meetings
- To provide accounts and cash flow information in accordance with the agreed budget
- To assist preparation of the annual budget
- To liaise with internal auditors preparing Year End audit files for the external auditors.

To be successful in this role you must have previous experience of producing accounts up to trial balance and preferably have used Sage, Quick Books or proprietary Parish Council software.

Closing date for all applications is **Friday 3<sup>rd</sup> October 2014.**

Please send your CV for the attention of Mrs Libby White, Parish Clerk, Longstanton Parish Council, The Village Institute, 24 High Street, Longstanton, CB24 3BS or email [parish.clerk@longstantonvillage.org](mailto:parish.clerk@longstantonvillage.org)