



Job Description

Responsible Finance Officer/Assistant Clerk – Millom Town Council

Part Time 8-10 Hours per week 9am -1pm (Monday and Thursday) flexible hours can be discussed

Main Duties of Job:

Maintain the Receipts and Payments accounting system using Sage Accounting software for Millom Town Council

Audit preparation of Millom Town Council Accounts

Budget preparation for Millom Town Council

Assist the Clerk/RFO in preparing the meeting agendas

Attendance at meetings and minute taking when required

Receive all correspondence and other documentation on behalf of the council and ensure that they are brought before the council or its relevant committees or sub-committees as necessary.

Update Website and Social media notices

Cover for Clerk when required

Production and regular analysis of accounts of Millom Town Council

Liaise with Councillors, Other Authorities, Staff and members of the public

Attend training courses (if so required by the Council and at its expense) on subjects relevant to the role and responsibilities of the Assistant Clerk of a local council.

General office duties as directed by the Clerk

Deadline for application 14th May 2021 – to be sent to the clerk at 6 Newton Street, Millom Cumbria LA18 4DR or via email theclerkmtc@aol.com