

Cressage, Harley & Sheinton Parish Council

Appointment of Clerk /Responsible Finance Office

A vacancy has occurred for a part time Clerk/Responsible Finance Office to commence the beginning of July 2021

For this varied position . candidates must be computer literate and have internet access. Candidates should have previous experience working as a Parish Clerk and have knowledge of local government, although training can be provided.

Candidates should be prepared to undertake continued development training throughout their period of employment and be prepared to study for the Certificate in Local Councils Administration if this is not currently held by the applicant.

The clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors and local government officials, managing of accounts to include keeping of cash book, bank reconciliations, preparing budgets, VAT returns, PAYE, organising Internal & External Audits and administration of the Parish Council website.

The clerk ensures that correct procedures are followed and advises the Council to ensure that it act within its powers. The ability to communicate well at all levels is essential.

The salary is based on 10 hours a week (worked flexibly) and will be calculated according to the National Joint Council for Local Government Services (NJC) rates dependant upon qualifications and experience but will be within the range LC2 SCP18-24 (£24,982-£32,234 pro rata)

The post holder will work mainly from home.

Attendance is required at the Parish Council meetings held in the Village halls of Harley or Cressage or Zoom on the first Wednesday of every month. Extraordinary meetings may be arranged as necessary throughout the year.

For further details please visit the parish council website

www.cressageharleysheinton.co.uk

For an application pack please contact the clerk chsparishcouncil@gmail.com

To apply please send completed application form to t the clerk at chsparishcouncil@gmail.com

Closing date for applications 16th April 2021

It is intended that interviews will be held by Zoom during April but this may be subject to change.