

Job Vacancy:

Parish Clerk / Responsible Financial Officer

Part Time 10 hours per week + overtime as required



Hatfield Broad Oak Parish Council requires a part time Parish Clerk/Responsible Financial Officer from April 2020.

This is a varied and interesting role requiring excellent communication skills, a 'can do' flexible attitude and a broad range of skills.

This post will suit someone interested in the local community and local government. Excellent administrative and numeracy skills are essential along with a good understanding of Microsoft Office.

Duties will include:

- Arranging and attending Parish Council monthly meetings plus other extraordinary and committee meetings as required and preparing agendas and minutes
- Providing information to enable the council to make decisions & then proactively implementing the council's decisions
- Providing legal, procedural and administrative guidance to the council
- Managing council finances including PAYE, VAT and audits
- Managing Council Employees
- Receiving and dealing with council correspondence and documents
- Liaising with councillors, external bodies and the public
- Preparing council policies and procedures
- Circulating reports on the activities of the council
- Management of the Council Website

The appointment is home based and is for 10 hours per week (flexible) + overtime where required.

Salary and conditions will be in accordance with an employment contract for part time clerks and will depend on experience. Scale in accordance with LC1

Applicants should be qualified with the Certificate in Local Council Administration (CiLCA) or be prepared to work towards this qualification.

Please submit a CV of no more than 3 sides, by email to the Chair of the Personnel Committee: cllrpemberton@hbopc.co.uk

Deadline is Friday March 6th 5pm

We are committed to equality of opportunity, therefore applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships

Permanent Position with flexible hours. Home based