

Part Time Parish Clerk

12 hours per week - working from home

Haynes Parish Council seeks a highly motivated and enthusiastic person to be Clerk to the Council and Responsible Finance Officer.

The successful candidate will be employed for 12 hours per week, working independently from home. Working hours to suit, although attendance at approximately 6 evening meetings per year in Haynes will be necessary.

The role of Clerk is to ensure that the Council conducts its business properly and to provide independent, objective and professional advice and support. The Clerk is the key point of contact with all other authorities, contractors, suppliers, & the public. The Clerk plays a vital role in Council meetings.

The successful candidate will need to possess great communication skills, be self-motivated and have the ability to prioritise their workload independently, without supervision.

Terms & Conditions include:

- Starting salary determined by National Association of Local Councils Pay point 18 – 23, based on experience and qualifications; £8,099 p.a - £8,998 p.a, employed for 12 hours per week.
- Membership of Local Government Pension Scheme
- 21 – 27 days paid holiday per year pro rata (subject to years' service if already a serving Parish Clerk)
- Working from Home Allowance - £200 per year
- All equipment provided

Duties include:

- Acting as impartial advisor to the Council
- Organising & attending meetings, preparing agendas & reports, & taking minutes
- Management of budget, & day to day management of accounts
- Payment of invoices & management of on-line banking
- Production of annual accounts for audit purposes
- Completion of all statutory returns as required
- Management of website & payroll
- Dealing with enquiries & correspondence from the public & other bodies

Our ideal candidate will have the following experience and skills:

- Applicant to hold or consider working towards a Certificate in Local Council Administration (CiLCA)
- A good understanding of Local Council administration & legal framework
- Competent use of email, Microsoft Office Word & Excel
- Possess a high degree of literacy and numeracy
- Excellent written & verbal communication skills
- Good organisational skills

For more information, please contact Gill Wiggs on 01234 270016. To apply, please send a CV with a short covering note and your full contact details, to clerk@haynes-pc.gov.uk by 30/8/21.