

Parish Clerk and Responsible Financial Officer – Duloe Parish Council

Posting date:

5 February 2021

Salary:

£10.44 to £11.53 per hour

Hours:

Part time 25 hours per month

Closing date:

28 February 2021

Location:

The parish of Duloe

Company:

Parish Council

Job type:

Permanent

Summary

Working hours are flexible and the basic salary is based on approx. 25 hours per month, mainly working from home but you must be able to attend the monthly evening council meetings (the 3rd Thurs evening of each month, exc. August and December). Salary, terms and conditions are in accordance with the National Association of Local Councils (NALC) and the Society of Local Councils (SALC); The pay scale (LC1 7-12) is subject to experience and qualifications; starting level £10.44 up to £11.53 per hour. There is no requirement for the Clerk to live within the parish.

Specific responsibilities will include:

Ensuring the parish council conducts its business lawfully

- Administering the council's financial affairs and keeping proper records
- Attending all council meetings (the 3rd Thurs evening of each month, exc. August and December)
- Ensuring that meeting papers are promptly prepared
- Managing communications with other councils and other organisations
- Managing communications between councillors, members of the public & circulation of correspondence received
- Managing contracts with suppliers
- Managing website

Applicants should have good IT skills, be experienced in the management of accounts, have good communication skills and proven organisational and administrative skills. The position is available from April 2021. Duloe Parish Council is an Equal Opportunities employer.

Applications via email to Mr Phil Hallworth, Chair of Duloe Parish Council - eandphallworth@gmail.com