

Clerk & Responsible Financial Officer, Hemington Parish Council

Hemington Parish Council wishes to appoint a Clerk and Responsible Financial Officer from mid-end August 2021.

The Parish Council is seeking to appoint a new Clerk who can manage the Council's statutory obligations, organise and record the Council's activities. The Clerk to the Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of this role.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council.

The Clerk is not required to live in the Parish but will need to attend the meetings held in the Parish, usually on the second Wednesday of the month and the Clerk may also be required to represent the Parish Council at local authority and partner meetings.

The position is for 20 hours per month. The pay is £12.64 - £13.15 per hour depending on experience.

The applicant should hold the Certificate in Local Council Administration or be prepared to obtain it within two years. The council meets monthly, usually on the second Wednesday, in Faulkland Village Hall.

Closing date for applications Wednesday 21st July 2021. Interviews will be held the week after.

Applications by way of CV and cover letter are invited to include your skills, experience and interest in applying for the role.

For a full job description or to apply, please contact clerk@hemington-pc.org.uk