

HOLT PARISH COUNCIL

A vacancy exists for the position of Parish Council Clerk with the additional role of Responsible Financial Officer

Holt Parish Council is looking to appoint a self-motivated, highly organised, innovative individual with good IT skills and a flexible approach to work who will be able to bring experience to the position of Parish Clerk. Integrity and impartiality are essential to the role. The Clerk is also the Responsible Financial Officer (RFO) and is responsible for managing the Council's finances and accountancy.

Holt is a large village with amenities for which the Parish Council is responsible.

The Clerk's main duties include:

- Producing agendas and minutes for council meetings
- Liaising with outside bodies
- Dealing with all correspondence
- Implementing the council's decisions,
- Acting as the Council's Financial Officer
- Maintaining the Council's website

Applicants should have excellent communication skills, a good knowledge of I.T. and be computer literate, familiar with Internet access and use and, ideally experience of financial management. A sound understanding of local government would be an advantage. The role is part time, averaging eight hours per week to include attendance at the monthly Parish Council meeting held on the fourth Thursday evening of the month. We offer a nationally based contract of employment and encourage further training and development applicable to the role. Remuneration is subject to skill level and experience in line with National Association of Local Council guidelines, current hourly rates £9.392 (point 18) to £10.739 (point 22).

This is a home based position with agreed office expenses, the candidate will require access to a room/desk space, file storage space, and a broadband phone connection.

To express an interest and receive a full job description please email Becky Stevens at bexstevens7@gmail.com . Closing Date 14 July 2017