

CHALTON PARISH ARE LOOKING FOR A CLERK AND RESPONSIBLE FINANCIAL OFFICER

Would you like to work mostly from home in a varied and interesting position?

Chalton Parish Council seeks a highly motivated and committed person to take on the post of Clerk and Responsible Financial Officer. The successful post holder will be expected to work a minimum of 5 hours per week and these hours will be very likely to increase as the Council gets busier in the future. The position is mainly home-based and you will require internet access. A laptop will be provided for Parish Council work and records.

The Parish Clerk is the key point of contact with residents, village organisations, the public and other government organisations and holds a vital role in keeping the Parish Council working efficiently day to day.

The post holder will need to have good communication skills, ability to work alone and as part of a team, keep accurate records and Parish Council accounts.

Salary in line with experience and qualifications and will be based on NJC Salary Scales pro rata salary £2533 (£9.74 per hour) - £2628 (£10.10 per hour) per annum plus office allowance and expenses.

Main Duties will include:

- Acting as advisor to the Council, preparation of agendas, minute taking
- Dealing with correspondence
- Attending a minimum of 6 meetings per year
- Administering Parish Council accounts including budgets and completion of accounts for annual audit
- Management of Parish Council website
- Co-ordination and content for Parish Newsletter

Experience and Skills:

- Applicant to hold or consider working towards Certificate in Local Council Administration (CILCA)
- Working knowledge of local government would be desirable
- Experience of meetings would be desirable
- Possess a good level of literacy and numeracy skills
- Good organisational skills

Please apply by email with your CV to Chaltonpc@gmail.com or contact 07456460580 for further details. Successful applicant would be expected to take up the post in May 2020 (subject to Covid-19 restrictions).

During the current Covid-19 restrictions a telephone interview will take place followed by a face-to-face meeting in due course.