

HALVERGATE PARISH COUNCIL

Vacancy

Parish Clerk & Responsible Finance Officer – 8 hours per week flexible working.

Halvergate Parish Council is looking for a suitably experienced person to support our team of seven Parish Councillors. This is a varied and interesting role with a flexible working regime. The post will be based at home with meetings taking place approximately every 6 weeks, currently at Halvergate Village Hall, including an Annual Village Open Meeting & AGM.

Key duties include:

- Organising, attending and reporting to meetings
- Preparing agendas and writing minutes
- Dealing with Parish Council business including Planning applications
- Updating the Parish Council website – WordPress
- Updating the Parish Council Facebook page
- Liaising with local organisations and external bodies
- Managing the Parish Council's finances / financial record keeping, including annual audit reporting
- Other administrative duties.

Good organisational and communication skills are important, together with a working knowledge of IT. A laptop will be provided. Applicants should be self-motivated, able to work independently and to plan and manage their own workload.

Previous relevant experience would be an advantage but is not essential. Support will be provided and the appointee will be encouraged to take advantage of training to improve their knowledge and skills. NJC Pay Scales will apply depending on experience and qualifications between LC1 SCP 7 – 10 (approx. £10.16 – £10.79).

In the first instance please contact the current Clerk Jessica Jennings by email at pcclerk.halvergate@gmail.com for further details.

Applications by cv with covering letter to the same email address.

Closing date for applications Friday 23rd September 2022. Handover from the current Clerk available. Ideally, new Clerk to be in position from 1st November.