

# Hunsdon Parish Council

Have you got a genuine interest in helping your village?

## VACANCY: PARISH CLERK

(7 HOURS PER WEEK)

Hunsdon Parish Council are looking to appoint a Clerk and Responsible Financial Officer from July 2017 as the current clerk is moving from the village.

The post is part-time at 7 hours per week, and is home based with hours worked on a flexible basis. Council meetings take place on the third Monday of the month at 7.30pm.

The successful applicant will need to be computer literate, with knowledge of Word and Excel and have access to the internet. A laptop and printer will be supplied.

The salary will be £12.16 per hour based on local government salary scale SCP 26, plus non-taxable expenses of £300 per annum, equating to £393.85 per month.

Formal training will be provided to include several day courses with Haptc. (Hertfordshire Association of Parish and Town Councils) and a hand over period will be available.

Hours must be worked flexibly including attendance at meetings. 10 public meetings are held during each year plus other finance and planning meetings.

The main duties will include:

- To arrange, publicise and attend Parish Council meetings.
- To prepare agenda and minute meetings.
- To liaise with the District and County Councils, other organisations and official bodies and the public as required.
- To manage the Parish Council's finances and prepare the accounts for annual internal and external audits.
- To attend to correspondence and administrative tasks.
- To review all Parish Council policies including Standing Orders & Financial Regulations.
- To maintain Parish Council files, paper and electronic (laptop provided)

Written applications stating relevant work experience are welcome by post to the current Parish Clerk, Joy Robinette, 14 Wicklands Road Hunsdon SG12 8PD or by e-mail to [clerk@hunsdonparishcouncil.org](mailto:clerk@hunsdonparishcouncil.org).

If you wish to have an informal discussion with the clerk regarding the position, please email her to arrange a time to chat.