

Fishlake Parish Council

Vacancy for Parish Clerk and Responsible Financial Officer

Fishlake is an attractive rural village with a population of approximately 540 and the precept is approximately £35,700.

Our ideal applicant would be an enthusiastic, forward thinking individual with some experience in local government.

As Clerk, you will need to be IT literate in order to carry out routine administrative duties such as organising meetings, minute taking, correspondence etc. Duties will also include regularly liaising with the Environment Agency and other authorities following the flooding in Nov 2019.

As Proper Officer, you will be responsible for managing the Council's statutory requirements, advising councillors on current legislation etc. and have a key role in the interests and development of the Parish.

As Responsible Financial Officer, you will be responsible for the administration of finances and keeping the financial records of the Council.

The post is for 5 hours per week, working mainly from home. You will be required to attend monthly Parish Council meetings, which take place on the second Tuesday at 7pm, normally in the village hall, but by video conference (Zoom) during the Covid19 pandemic.

Salary will be pro rata, between SCP 7 to 12 (£19,554pa - £21,589pa) on the Local Government NJC scale for clerks, dependent on qualifications and experience. The successful candidate will be subject to a satisfactory reference. Please email fishlakepc@yahoo.co.uk for further details of this post and to apply. The closing date for applications is 30th October 2020. Post to start as soon as possible following successful candidate being appointed.