

HIGH MELTON PARISH COUNCIL

Vacancy for Permanent Part Time Clerk/Responsible Officer/Finance Officer

High Melton Parish Council seeks applications from enthusiastic and well-motivated individuals, for the role of Clerk/RO/FO/

Permanent Part Time: time spent on Council business varies weekly; hours set at 16 hours per calendar month. Line Manager is the Chair of HMPC

Training Offered: Previous experience in local government administration is desired but not essential, as training will be provided

Equipment Provided: Council designated laptop and printer

Work from Home: The post holder will work from home and be required to attend evening meetings and occasional daytime events

Salary: Paid in accordance with the National Joint Council recommendations; starting on scale NJC, Salary Point Scales 18 to 21 (Scale 18 currently £12.95 per hour. Pay increase still in negotiation) Working from Home allowance is paid at £4.00 (tax free) per week. Additional expenses paid on approval, and with prior consultation, of line-manager. The post is pensionable.

Duties include:

- a) Attendance at meetings and minute taking at an average of 8-10 evening meetings per year
- b) dealing with correspondence to and from the Council
- c) managing Council payments and maintaining financial records, including annual audit, staff payment and HMRC records
- d) use of email, Microsoft word
- e) ensuring the Parish Council remains compliant with legislation and best practice
- f) must be able to store Council equipment and files, and use own address as office base
- g) oversight of Council website

Please apply by cv and covering letter in the first instance to:

kath.hmpc@gmail.com

For informal discussion contact the clerk, suetrenergy@yahoo.com

Closing date for the post is 3 December. Starting date to be negotiated.

