

SALHOUSE PARISH COUNCIL

PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

General Information

Salhouse Parish Council are looking to replace their Parish Clerk who retired in October 2016. Locum Clerk, Diana Dring has been assisting the Council in the interim period.

Applications for the role are invited by sending a CV and covering letter to the Locum Clerk's address at Church Farm House, Church Lane, Barford, Norwich, NR9 4AY by 16 December.

Suitable candidates will be invited for interview in early January and it is hoped the successful candidate will take up post in February 2017.

Person Specification

The Parish Council is seeking a well organised, self-motivated person with excellent communication and administration skills

The Clerk will work from home, a lap top and basic office equipment will be provided.

The Clerk will be required to attend meetings in Salhouse or elsewhere as representative of the Parish Council. Remuneration for travel and office expenses will be met.

Candidates will need to be IT literate and be proficient in the use of MS Word and Excel and email.

Good numeracy skills and/or accounts experience is required.

If not qualified as a Parish Clerk and Responsible Financial Officer, you would be expected to achieve the Certificate in Local Council Administration (CiLCA)

The contracted hours are 12 per week, (52 per month) worked on a flexible basis to provide support to the Parish Council when required

Pay and conditions are based on the National Association of Local Councils and Society of Local Council Clerks guidance. The salary will be calculated on the appropriate scale depending on experience and relevant qualifications.