

HOLME HALE PARISH COUNCIL

Parish Clerk & Responsible Finance Officer

The Parish Council is seeking a new Parish Clerk and Responsible Finance Officer. The paid post is for an average of five hours a week which includes attendance at all Parish Council meetings that are usually scheduled for the first Monday every other month. The parish has approx.. 430 electors and the precept is currently £8000.

The post is home based and the hours are flexible with the exception of council meetings

The current pay rate is £11.73 (SCP 12) per hour subject to local government rates and annual review and usual expenses will be met. The salary is negotiable based upon experience.

We are looking for an enthusiastic and self-motivated person with good interpersonal, verbal, written, and IT skills, ideally with some experience, although a full handover will be given by the current Clerk.

The main tasks will include:

- arrange, publicise and attend Parish Council Meetings, including the Annual Parish Meeting
- prepare agendas and minute meetings
- liaise with District and Council councillors, other organisations, official bodies and the public as required
- manage the Parish Council finances, prepare accounts for internal and external audit and produce an annual budget
- keep Councillors informed of any relevant correspondence received between meetings
- keep up to date with changes in relevant regulations and legislation and advise the Parish Councillors of such changes
- carry out any other duties as directed by the Councillors
- Maintain Parish Council website

Closing date for applications: 14th October 2022

Please send a copy of C.V. with a covering letter to the Chairman Simon Broke at Holme Hale Hall Thetford Norfolk IP25 7ED or alternatively at the following email address: simon.broke@hotmail.co.uk

For further details or an informal chat please contact Claire Prentice (Parish Clerk):
Holmehaleparishcouncil@gmail.com