

Marchington Parish Council

Vacancy

Parish Clerk/Responsible Finance Officer

Applications are invited for this part-time post, 40 hours per month. Starting salary, depending on qualifications and experience, will be on Scale LC2 within the range SCP 18 (currently £15.21 per hour). You will be working from home but with attendance at council and committee meetings as required.

This is an active council serving a population of just over 1,000 residents in the communities of Marchington and Marchington Woodlands

The Clerk plays an important role in the administration of the Council's business, both advising the Council, and ensuring that its statutory and governance requirements are met. As such, the Council is seeking to appoint an enthusiastic individual, who has the flexibility, knowledge and skills to manage a substantial and varied workload, including preparing agenda, minutes, handling correspondence, planning responses, upkeep of website and social media, payment of accounts, prepare financial records for audit purposes and VAT, submitting and payment to HMRC.

The successful candidate will also have experience of successfully working to deadlines and of organising a varied workload, have excellent written and oral communication and good IT skills.

On appointment, the new Clerk will be required, with the support of the Parish Council, to undertake relevant training, which may involve some daytime commitment, and obtain the CiLCA qualification, if not already held.

If you would like further information and or a job description, please contact Clare Nash marchingtonpc@gmail.com

Or if you are interested in applying for this position, please provide a written application and/or C.V. with the name, address, and telephone number of two referees to: Clare Nash - marchingtonpc@gmail.com

Closing date – 9th February 2024