



Parish Council

VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

**Salary range of LC1 (7 – 12) £19,554 – £21,589
pro-rata 35 hours per month
(depending on experience and qualifications)**

North Waltham Parish Council is currently seeking a driven and determined individual with strong organisational skills for the role of Parish Clerk and Responsible Financial Officer (RFO).

The Clerk is required to work for approximately 35 hours per month, including the monthly Parish Council meeting, held on the third Tuesday of every month, at 7:30 pm and additional planning meetings as and when required.

The Clerk is an Officer of the Parish Council and is responsible for ensuring that the instructions of the Council are enacted. Responsibilities of the role include financial record keeping, receiving and handling correspondence, setting agendas and taking minutes on behalf of the Council.

The Clerk is a paid position, and the terms are in line with those recommended by the National Joint Council for Local Government Services. The rate will depend on qualifications and experience and is subject to annual review. Previous experience is not necessary as training is available.

For a full job description and details of the position, please contact Geoff Chapman on 01256 396849 or via email at geoff.chapman@northwaltham.info