

# DOGMERSFIELD PARISH COUNCIL

## VACANCY FOR A PARISH CLERK

We have an immediate vacancy for a Parish Clerk to look after the administration and finances of the Parish Council due to our current Clerk taking up a more senior position.

The candidate we are looking for will be self-motivated, have secretarial and finance skills and be computer and e-mail literate. Previous experience in a similar role is desirable but not essential as training will be available.

The work entails dealing with correspondence, arranging Parish Council meetings, attending and taking the minutes for these meetings and discharging Council decisions through, for example, obtaining quotations and issuing purchase order for services. The finance work involves managing the Council's income and expenditure including year-end accounting, tax returns and the Annual Audit.

The person appointed will be required to work from their own home and attend Parish Council meetings which are held in the evening on the second Monday of each month and occasionally on other dates by agreement. The use of their own transport will be necessary.

The hours of work are flexible and average about 38 hours per month.  
Salary will be in the region of £4,000 per annum  
An allowance for broadband, telephone and mileage will be agreed.  
Other incidentals such as paper and toner cartridges may be claimed.

If you are interested in finding out more about this post please contact the Chairman or the current Parish Clerk by e-mail or telephone when we will answer any initial questions and provide you with a job specification and application form if you wish to apply.

Applications received after 31<sup>st</sup> July 2017 will not be considered.

Geoff Beaven, Chairman, 01252 614045, [geoff@dogmersfieldparish.co.uk](mailto:geoff@dogmersfieldparish.co.uk)  
Claire Inglis, Parish Clerk, 01252 819790, [clerk@dogmersfieldparish.co.uk](mailto:clerk@dogmersfieldparish.co.uk)