

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 leaving us for family reasons.

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 orders 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 normally 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 depending on experience. An allowance for broadband, telephone and mileage will be agreed. Other incidentals such as paper and toner cartridges etc. may be claimed.

If you are interested in finding out more about this post, please contact the Parish Clerk or Chairman 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 should be submitted by 17:00 on Friday, 7th June 2019

Helen Wright, Parish Clerk, 01252 409302 clerk@dogmersfieldparish.co.uk

Alastair Clark, Vice Chair, 07980 837390 chairman@dogmersfieldparish.co.uk