

Leckhampton with Warden Hill Parish Council

Clerk and Responsible Financial Officer for this very busy Parish Council

20 to 25 hours per week

£15 to £18 per hour depending on experience.

Do you have the drive and enthusiasm to succeed in this varied and interesting role?

As the Clerk, you will work from home but there is lots of travel involved, including monthly meetings which also take place in the evening in either Leckhampton or Warden Hill, site visits, meeting with suppliers and councillors, dealing with residents etc. Your own transport is therefore essential. The Council has a monthly meeting (except in August) and in addition to these there is a Parish Meeting in April and regular working group meetings, some of which take place in the evening.

This is a large and busy high profile Parish Council, with complex planning issues because of its situation to the AONB. It is made up of 18 Councillors from two wards, Leckhampton and Warden Hill.

The application pack is available by e-mailing the clerk@leckhamptonwithwardenhill-pc.org.uk

The successful applicant needs to be pro-active, extremely well organised, have good computer skills, including excel, word, acrobat and power point. Very strong interpersonal and written communication skills, as well as excellent office and financial management skills. A basic understanding or previous experience of local government would be desirable and the appetite to study for the CilCA qualification at a later date.

As the Clerk you will be required to attend all Council meetings, prepare the agenda and write the minutes. You will also be responsible for the day to day running of the Council and its finances, including monthly reconciliations and preparation and presentation of year end accounts for internal and external audit. You will need to be able to deal with HMRC for PAYE and VAT returns.

Closing date Midnight on February 24th

Application to be sent to: Arlene Deane, Clerk to the Council, The Old Bell House, High Street, Bisley GL67AA or via email to clerk@leckhamptonwithwardenhill-pc.org.uk