

ELLINGHAM, HARBRIDGE & IBSLEY PARISH COUNCIL

VACANCY FOR PARISH CLERK (P/T)

Ellingham, Harbridge & Ibsley Parish Council require a part-time Parish Clerk/Responsible Financial Officer to work from home for 14 hours per week including attendance of 2 evening meetings per month.

Responsibilities include the preparation and writing of agendas, reports and meeting minutes, dealing with correspondence, liaising with the public and other organisations, updating the website and compiling a parish newsletter. As Responsible Financial Officer be responsible for budgeting and financial management and preparation of the annual budget and audit.

Candidates must be a good communicator (both written & orally), numerate, computer literate (Word & Excel) and able to work on their own initiative. Relevant experience and qualifications desirable, but the right character, commitment and motivation are essential.

NALC Pay Scale SCP 20 to 28 (£10.57 to £13.68 per hour) dependent on qualifications and relevant experience.

For an application form and job description contact:

Kate Mason, Acting Parish Clerk, Lingmoor, Hayters Way, Alderholt, SP6 3AX

Tel: 07891-382113

Email: clerk@ehipcmail.co.uk

Closing date for applications: 13th March 2020