

New Waltham Parish Council



NEW WALTHAM PARISH COUNCIL

VACANCY

PART TIME PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

The Parish Council is seeking an organised and confident individual for the above position working 12 hours per week over five days which will include the statutory monthly Parish Council evening meeting which is held on the first Wednesday of each month.

The position is predominately home based for which an allowance will be paid, however the successful applicant will be required to work from New Waltham Community Hall one day per week meeting the public, Parish Council employees and Parish Councillors.

The successful candidate will be expected to:

- Be computer literate and able to use Microsoft Office & Outlook
- Have a basic understanding of GDPR
- Manage email and other written correspondence
- Take minutes at Parish Council meetings
- Maintain up to date accounts and co-ordinate the annual audit
- Monitor the Parish Council budget
- Be responsible for the electronic payroll and payments to HMRC
- Maintain files and records
- Administer the assets of the Parish Council
- Maintain the Parish Council website and social media platform
- Administer bookings for New Waltham Community Hall

The Parish Council will provide training and support to the successful applicant through its regional advisors East Riding & Northern Lincolnshire Local Councils Association.

Applications will be accepted by email which must include a CV and covering letter to the Chair of the Parish Council grahame.williams@newwalthamparishcouncil.com

Job descriptions for both parts of the role will be available from Friday 2nd November on our website www.newwalthamparishcouncil.com

The starting salary is £10.68 per hour.

Closing date for applications is midday on Wednesday 14th November 2018

Interviews will be held on Wednesday 28th November 2018