

Clerk Vacancy – South Normanton Parish Council
18 hours per week

South Normanton is a substantial and very active Parish Council in Derbyshire. There are 13 Councillors (currently 1 vacancy). It has a population of c7300 electors.

The Clerk is the Proper Officer to the Parish Council. Duties include;

- The day to day management of the Parish Council's services and facilities
- Attendance at meetings, including preparation and distribution of agendas and minutes
- Carrying out decisions and resolutions made by the council
- Managing staff, payroll, finance and burial records
- Keeping accurate financial records, including preparation of monthly accounts, supplier payments and bank reconciliation
- Setting the council's budget, liaising with auditors, completing year end accounts and financial returns
- Maintaining the council's website

The successful candidate will have;

- Excellent communication and multi-tasking skills
- Good IT skills
- An understanding of local government law and accounting practices
- Sector relevant qualification CILCA

The Clerk will work from the Parish Council office based at The Hub, Shiners Way, South Normanton, Derbyshire. They will have a full driving licence, expenses are paid for mileage undertaken on council business.

The Council will require the successful candidate to work 20 hours per week from the office (covering 3 days). The council hold their meetings in an evening and the clerk is required to attend.

Remuneration will be based on experience, but within the LC3 SCP 35 to 38, £30,785 to £33,437 fte

Apply by letter and an accompanying cv to the Assistant Clerk, South Normanton Parish Council, Shiners Way, South Normanton, Derbyshire

Closing date Friday 8th December 2018