

SUTTON PARISH COUNCIL

Part Time Parish Clerk: 5 hours per week

Sutton Parish Council seeks a highly motivated and enthusiastic person to be its' Clerk to the Council and Responsible Finance Officer from 1st October when the current Clerk retires after fifteen years in post.

The successful candidate will be employed for five hours per week, working independently from home. Working hours are flexible but attendance at the bi-monthly evening meetings (second Monday) is required.

The role of the Clerk is to ensure that the Council conducts its business properly and to provide independent professional advice and support. The Clerk is the main point of contact with all other authorities, contractors and the public. This varied post would suit someone interested in the local community and local government. Good communication, administrative and numeracy skills are required together with the use of email and office software.

Duties will include:

- Arranging and attending parish council bi-monthly meetings and preparing agendas and minutes
- Providing information to enable the council to make decisions and then implementing the council's decisions
- Providing legal, procedural and administrative guidance to the council
- Managing council finances
- Receiving and dealing with council correspondence and documents
- Liaising with councillors, external bodies and the public
- Managing the maintenance of areas within the parish that the council is responsible for

Terms & Conditions include:

- Starting salary determined by National Association of Local Councils Scale LC1, points 7 -12, based on experience and qualification, employed for 5 hours per week
- Membership of Local Government Pension Scheme
- Paid holiday per year based on spinal point and pro-rata to a full-time equivalent of 37 hours per week
- Reasonable Reimbursement of Expenses
- An applicant should ideally hold a Certificate in Local Council Administration (CiLCA) however, we will consider all suitable candidates.

For more information, please contact Colin Osborne, current clerk, on 01767 682032. To apply, please send a CV with a short covering note and your full contact details to the Vice-Chair by email to rogerbunker@btinternet.com Closing date for applications is Friday 18th July.

The interviews will be in the evening on Tuesday 5th and Wednesday 6th August.