

Parish Clerk Vacancy for Puddington Parish Council

Puddington Parish Council serves the communities of Puddington, Shotwick, Woodbank, Two Mills, and Shotwick Park. It is a local government body responsible for addressing the needs and interests of these areas. The Parish Clerk/Responsible Financial Officer (RFO) plays a crucial role in supporting the council's activities, maintaining financial records, and ensuring the smooth operation of the council.

Role Description: The Parish Clerk/RFO position offers flexible working hours and the ability to work from the convenience of your home for 5 hours a week. Meetings are held every other month, and for these meetings, you will be required to attend in person. The key responsibilities of this role include:

1. **Maintaining Order:** Keeping Councillors organised and on track during these in-person meetings.
2. **Recording:** Taking accurate minutes of the meetings, ensuring important information is documented.
3. **Facilitating Actions:** Assisting Councillors in implementing decisions and initiatives that benefit the communities of Puddington, Shotwick, Woodbank, Two Mills, and Shotwick Park.
4. **Financial Management:** Managing the Parish's bank account and handling financial affairs.

For a detailed breakdown of responsibilities, you can refer to www.askyourcouncil.uk/governance-toolkit/part-two-the-parish-clerk/.

What the Role Offers: This role offers flexible working hours (5 hours a week) and the ability to work from home, providing you with a great work-life balance. It is a part-time position with a competitive pay scale. The salary for this role is in the Clerk pay scale of LC1 (7-12), with an hourly rate ranging from £12.63 to £13.73 per hour.

Qualifications: To be well-suited for this role, you should possess the following qualifications and qualities. Full training will be provided.

- A strong desire to make a positive impact on the communities that Puddington Parish Council serves.
- Excellent organisational skills.
- Proficiency in written and verbal communication, especially the ability to take minutes.
- Competence in handling money and financial matters.
- The ability to work both independently and as part of a team.
- Experience in a similar role or a qualification in administration or local government would be desirable but is not essential.

Applying For The Role: If you meet the qualifications and qualities mentioned above, you are encouraged send your CV along with a covering letter outlining your suitability for the role by 31st January 2024 to puddingtoncouncil@gmail.com