

# VACANCY FOR PROFESSIONAL PART TIME ROLE AS CLERK AND RESPONSIBLE FINANCE OFFICER TO SYRESHAM PARISH COUNCIL

Role	<p>The Clerk provides advice and administrative support to the Parish Council, carries out Council actions and is the Council's public relations officer. The Clerk as RFO also manages the council's budget, finances and contracts.</p> <p>A detailed job description is available on request from <a href="mailto:parishclerk@syresham.com">parishclerk@syresham.com</a></p>
Place of work	<p>The applicant would be expected to work from home but will be required to attend meetings in Syresham Village Hall or at the offices of external organisations where necessary. Laptop and office equipment will be provided.</p>
Essential skills	<p>Good basic education to GCSE standard or equivalent. The applicant must be computer literate, with good communication skills and be competent in basic accounting. Ability to use initiative and complete tasks independently. A friendly, helpful, proactive and positive attitude is also essential.</p>
Desirable skills	<p>Although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications, it would be preferable for the applicant to have Clerk experience and have professional local council Clerk qualifications. Experience in project management, the completion of grant applications and managing websites and social media accounts would also be useful.</p>
Hours	<p>16 hours per week. Flexible working arrangements. The post includes some evening work and occasional attendance at civic meetings.</p>
Salary	<p>Pay is calculated in line with nationally agreed salary scales. LC2 18-23 £27,344 - £30,151 pa pro rata, (£14.21 per hr - £15.67 per hr), depending on experience and qualification.</p>
Please apply in writing and send a CV to:	<p>Cllr Dorothy Dunkley, Chairman of Syresham Parish Council 31 Wappenham Road, Syresham, NN13 5HQ Tel: 01280 850626</p> <p><b>Previous applicants need not apply</b></p>
Closing date for applications	<p><b>5pm on 11<sup>th</sup> August 2023</b> with interviews to follow. <i>Immediate start preferable.</i></p>