**VACANCY:**

**Parish Clerk/Responsible Financial Officer**

**Martham Parish Council**

**25 hours per week**

**£26,822 - £30,153 pro rata plus local government pension scheme**

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The successful candidate will be expected to advise the Council on, and assist in the formation of, overall policies. Producing all the information required for making effective decisions and to implement constructively all decisions is an essential part of the role. The successful candidate will also be accountable to the Council for the effective management of all its resources and will report to them as and when required. Responsibility for all financial records of the Council and the careful administration of its finances is essential.

The Council meets 12 times a year for meetings plus the Annual Parish Meeting held in May, plus committee meetings when scheduled. The place of work will be the Parish Office at the Community Centre, although working from home for part of the time will be possible. The hours outside of the meeting attendance are not set and therefore the post requires flexible working including evenings.

The successful candidate will have experience or knowledge of the parish/local government sector. Ideally with a certificate in Local Council Administration (CiLCA) or another administration qualification.

Excellent communication and listening skills together with the ability to organise, prioritise and work to tight deadlines are essential.

Primarily using Word, Excel and email the role provides an opportunity for you to commit to delivering an effective and efficient administration service. If you feel you meet the above skills we want to hear from you!

To apply please complete an application form and send your CV to [marthamparishcouncil@charitybackroom.org.uk](mailto:marthamparishcouncil@charitybackroom.org.uk)

Closing date: 12:00 pm Monday 16 October 2017.