



DOGMERSFIELD PARISH COUNCIL

VACANCY FOR A PARISH CLERK

We have a vacancy for a Parish Clerk to look after the administration and finances of the Parish Council. The Parish Council has ambitious plans for the Parish and the appointed Clerk will play a full part in realising these.

The candidate we are looking for will be self-motivated, have administrative and finance skills and be computer and e-mail literate. Previous experience in a similar role is required.

The work entails dealing with correspondence, arranging Parish Council meetings, attending and taking the minutes for these meetings and discharging Council decisions through, for example, obtaining quotations and issuing purchase orders for services. The finance work involves managing the Council's income and expenditure including year-end accounting, tax returns and the Annual Audit.

The person appointed will be required to work from their own home and attend Parish Council meetings which are normally held in the evening on the second Monday of each month and occasionally on other dates by agreement. The use of their own transport will be necessary (note that, due to COVID-19 restrictions, the Parish Council currently conducts its meetings online).

The hours of work are flexible and will average 30 hours per month. If exceptional work requires greater hours for a reasonable period of time then a pro rata addition will be made.

Salary will be in the region of £4,500 to £5,000 per annum depending on experience; equivalent to a Hampshire Association of Local Councils (HALC) SCP15 level at the lower limit.

Allowances for broadband, telephone and mileage will be as agreed. Other incidentals such as paper and toner cartridges etc. can be claimed.

If you are interested in finding out more about this post, please contact the current Parish Clerk or Chairman by e-mail when we will answer any initial questions and provide you with a job specification and application form if you wish to apply.

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