Vacancy – Parish Clerk, Hammerwich Parish Council

Hammerwich Parish Council are looking to recruit a new Parish Clerk

7 Hours a week

Salary £11.97 - £17.05 per hour (dependent on experience)

The post is home based. The meetings are held at the WI Hall, Hammerwich on the third Wednesday of each month (approx. 11 meetings per year)

The Clerk is the sole employee for the Council and will have responsibilities for ensuring the Council remains in compliance with legal and financial obligations as well as the administrative duties. The Clerk is also the Responsible Financial Officer and manages all aspects of the Council’s finances.

Applicants should have good knowledge of Word and Excel, have experience of bookkeeping and be able to support the Council with budget planning and monitoring. The successful applicant will be supported to attend relevant training if required.

The role requires strong communication skills, motivation skills and an ability to prioritise workloads. You will be confident, self-motivated, well organised and the ability to work alone.

For more information regarding the Council and Parish please go to the parish website:

[www.hammerwichparishcouncil.co.uk](http://www.hammerwichparishcouncil.co.uk)

If you are interested in the role, please send CV to hammerwichparishclerk@gmail.com

The Closing date for applications is 6pm on Friday, 19 August 2022

Interviews take place W/C 5th September

Employment to commence 21st September