

DAMERHAM PARISH COUNCIL

Vacancy for Parish Clerk/Responsible Financial Officer

Damerham Parish Council is seeking a Parish Clerk/Responsible Financial Officer.

The clerk is the only employee of the council and works largely under his or her own initiative.

Responsibilities include the preparation of agendas, taking the minutes at parish council meetings held every 2 months, organising and communicating correspondence, writing minutes, liaising with other organisations and residents, updating the website and notice board and writing articles for local newsletter. The Clerk is also the Responsible Financial Officer, responsible for paying invoices, budgeting, accounting and preparation for the annual audit.

The successful candidate will be a good communicator (written and orally), numerate, computer literate, work well on own initiative and community minded.

This position will require up to 20 hours per month (average 4 or 5 a week) including attendance at up to 10 evening meetings per year. Remuneration is based upon the 2019-20 NALC recommended pay scales for part-time Clerks (SCP 13-17 depending on experience) – between £10-14 an hour dependent on experience.

There is also a working from home allowance based upon HMRC guidelines. A dedicated laptop is provided, as well as training by Hampshire Association of Local Councils.

Please contact Natasha Mackenzie for a copy of the job description, if you have any questions or require more information. CVs and a covering letter must be submitted to Natasha Mackenzie by email to clerk@damerham.net by 20 December. Short listing will take place by 5th January 2020 with interviews taking place soon after.