



PART TIME VACANCY

Kempley Parish Clerk and Responsible Financial Officer

Kempley Parish Council is seeking to appoint a friendly and well-motivated Clerk to the Parish Council.

The post is 5hpw, flexible, working from home with a bi-monthly meeting at 7.30pm in Kempley Village Hall. In addition, there are up to 6 evening planning meetings per annum, the annual Parish meeting and ad hoc meetings attended on behalf of the Council with other Statutory Authorities and Contractors providing a service to the Council.

It is essential that the applicant communicates well at all levels and has strong ICT skills – particularly a good knowledge of Excel, Word, and website management.

Excellent administration skills (preferably gained within local government) are also a key requirement including accurate minute taking, preparation and monitoring of budgets and managing and administering the Council's assets and finances. Training is available for candidates without local government experience.

The role requires an ability to work on your own initiative, demonstrate attention to detail and have good organisational skills. The successful applicant will be provided with a laptop, printer, shredder and filing cabinet for the safe storage of council documents.

Salary starts at LC1 salary point 9 (currently £10.86 per hour) depending on experience.

For full job description and person specification please go to our website www.kempleyparishcouncil.org or email the Clerk on clerk@kempleyparishcouncil.org.

Applicants should send a CV and covering letter to: clerk@kempleyparishcouncil.org

Closing date for applications is Wednesday 16th February 2022 with interviews w/c 21st February 2022 and a preferred start date of 1st March 2022.