

## **ICKHAM & WELL PARISH COUNCIL**

Ickham & Well Parish Council is seeking to recruit a Clerk, who is the Proper Officer and Responsible Financial Officer of the Council. Salary according to experience in accordance with the National Joint Council for Local Government services salary scales. Hours average 5 per week.

Duties for this home-based appointment include attending a minimum of 12 monthly evening Parish Council Meetings per year usually on the second Monday of each month; preparing the agendas; taking minutes and giving procedural advice; carrying out the Council's administrative tasks; keeping financial records; preparing accounts and the annual budget and preparing records for audit purposes; dealing with general enquiries and correspondence; updating and co-ordinating the Parish Council website.

The ideal candidate will be a good communicator, with a professional attitude, who can demonstrate strong IT, organisational, administrative and financial skills, be able to work on their own initiative and have good interpersonal skills. Candidates will have a good standard of education and will preferably hold the CiLCA or other relevant qualification, although training will be given and CPD encouraged.

Applicants should forward their CV, with a covering letter explaining their suitability for the role to [ickhamandwellparishcouncil@gmail.com](mailto:ickhamandwellparishcouncil@gmail.com). A copy of the Job Description is available on the website <http://ickhamparishcouncil.org.uk> or by email from [ickhamandwellparishcouncil@gmail.com](mailto:ickhamandwellparishcouncil@gmail.com).

The closing date for applications is 4<sup>th</sup> May 2018